USC **University of Southern California**

Limited Status Program Description and Policies

Registration Department • Phone: (213) 740-8500 • arr.usc.edu • ask.usc.edu/app/ask

Program Mission:

The limited status program allows individuals to take a limited number of courses at USC without formally applying to a degree program. Individuals must receive permission from the university.

Individuals who do not have a bachelor's degree may take up to 16 units through limited status enrollment. For graduate students, up to 12 units are allowed. After the maximum number of units is reached, the student should apply for admission to the program through the USC Admission Office to continue their enrollment.

International Students: Please note that holders of F-2, B-1 and B-2 visas are not eligible for limited status enrollment at USC. All other visa categories will be reviewed by the Office of International Services.

Instructions for Registering as a Limited Status Student

1. Complete the Limited Status Program Registration form.

2. Contact the department offering your course(s) to request permission to enroll. Refer to the *Schedule of Classes* (**classes.usc.edu**) for department phone numbers and locations.

3. If the department offering the course approves the applicant's request to register, the department will submit the Department Approval form and the Limited Status Registration form to the Registrar One Stop.

4. The Registrar's Office will contact the applicant to schedule an in-person appointment. The applicant must furnish two forms of government-issued identification (such as a driver's license, passport, government identification card, or military identification), Social Security card, and proof of address through a utility bill. The applicant is also expected to submit official transcripts from all colleges and universities attended. A $100 non-refundable processing fee will be charged at the time of the meeting. Forms of payment include Visa and MasterCard. Checks and cash are not accepted. This does not apply to USC employees.

5. If the Registrar's Office approves the application, the applicant will be registered for the approved courses and notified by email. The applicant will have 24 hours to submit tuition payment or their enrollment will be canceled.

Choose Your Grade Option:

Most students register for courses to receive a letter grade. If you wish to take a class for a grade of Pass/No Pass or for a grade of Audit you must indicate the option in the 'Grade Option' column of the form. Audited courses will not appear on the transcript or count for units. Auditing a course costs the same as taking a course for a letter grade or Pass/No Pass.

Pay Your Tuition and Fees:

Pay your entire tuition balance within 24 hours of registration. Registration in all courses will be canceled if you do not submit payment within 24 hours of registration. This policy does NOT apply to USC faculty and staff. USC employees and dependents should submit the appropriate forms to Benefits Administration as soon as possible.

To submit payment, visit **sfs.usc.edu/payment** for payment options.

UNIVERSITY POLICIES

Academic Eligibility Policies:

1. Students who have not yet completed a bachelor's degree are not eligible for limited status enrollment if they have been denied admission to USC or if they have been academically disqualified or suspended from any community college, college or university. Students admitted to the spring semester are not eligible for limited status enrollment during the fall semester before starting at USC.

2. At the post-baccalaureate level, limited status enrollment is not available to students who have been denied admission to the department offering the course, unless prior approval is granted by the department and the appropriate dean.

3. Enrollment as a limited status student does not guarantee admission to any degree program at USC.

4. Registration in a class does not by itself guarantee a space in that class. An instructor may replace any student who without prior consent does not attend these class sessions: the first two class sessions, or the first class session of the semester for once-a-week classes.

5. It is then the student's responsibility to abide by the Drop/Add deadlines found on the Registration Calendar at **classes.usc.edu**, and withdraw officially from courses through the Registration department.

6. A student must obtain or maintain academic eligibility in accordance with the requirements of the university and the school or department in which the student is enrolled. Academic disqualification may result in revocation of this registration, even if classes have started.

In the event of academic disqualification, 100 percent of any tuition paid for that semester will be first applied to any outstanding debt to the university. Any remaining credit will be refunded by the Cashier's Office. The refund process will be initiated by the Petition Services department in the Office of the Registrar. For a complete list of Academic Eligibility Policies, please visit **arr.usc.edu** and click on the "Registration and Counseling" tab. Select "Registration Services" and then "Limited Status Enrollment."

USC Academic Integrity Policies:

1. I will observe the academic integrity standards for students at USC according to the *USC Student Handbook* (**policy.usc.edu/studenthandbook**).

2. I agree that I share responsibility for maintaining an environment of integrity and for taking action to sanction appropriately individuals involved in any violation.

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Please complete all fields.

Last Name	First Name	Middle Name

Local Address—Street and Number	City, State, and Country	Zip Code	Sex M / F

Preferred Telephone Number ( )	Birth Date	Former Name (if any)

Permanent U.S. Address, if different from Local Address	City, State, and Country	Zip Code

Preferred Email Address	Birth Place

State of Residence	Country of Citizenship	Permanent U.S. Resident Number	Visa Type	Ethnicity

USC Employee: ☐ Yes ☐ No | **All colleges and universities attended** | **Have you completed a bachelor's degree?** _____ Yes _____ No

Reason for taking course | Have you ever applied to USC? Please indicate: ☐ graduate or ☐ undergraduate

Request permission to enroll from the department offering your course(s). The department must approve your enrollment. Refer to the *Schedule of Classes* (**classes.usc.edu**) for course offerings and department phone numbers and locations.

Visit the *Schedule of Classes* (classes.usc.edu) to complete the section below. All fields are required.

COURSE PREFIX	COURSE NUMBER	UNITS	CLASS NUMBER	TIME	DAYS	GRADE OPTION
Example: ARCH	**106x**	**4**	**12345**	**10**	**MWF**	**Please list letter grade, pass/no pass and audit under 'Grade Option'**

I have read, understand, and agree with the Limited Status Program Description and Policies on financial obligation, academic eligibility, and academic integrity.

Name _____ Signature _____ Date _____