

# Limited Status Program Description and Policies

Registration Department • Phone: (213) 740-8500 • [arr.usc.edu](mailto:arr.usc.edu) • [ask.usc.edu/s/emailus](mailto:ask.usc.edu/s/emailus)

## **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 Office of Admission 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.

## **Steps for Registering as a Limited Status Student**

1. Review the Registration Calendar for the term at [classes.usc.edu](http://classes.usc.edu). For fall and spring semesters, requests for limited status enrollment must be received one week prior to the last day to register and settle without a late fee. For summer semester, requests must be received one week prior to the date classes begin for session 050. There are no exceptions to these deadlines. Petitions to add a course late are not allowed.
2. Complete the "Limited Status Program Registration" form.
3. Contact the department offering your course(s) to request permission to enroll. Refer to the *Schedule of Classes* ([classes.usc.edu](http://classes.usc.edu)) for department phone numbers and locations.
4. 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.
5. 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. 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.
6. Submit official transcripts from all colleges and universities attended. For those who have not yet completed a bachelor's degree, a transient letter will be required. A transient letter is an official document from a student's home institution that verifies that credits earned at another institution will be accepted toward their degree.
7. 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](http://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.
2. To be eligible for limited status enrollment at the undergraduate level, a student must be actively enrolled at a different institution. A transient letter from a student's home institution is required.
3. Students admitted to the spring semester are not eligible for limited status enrollment during the fall semester before starting at USC.
4. 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.
5. Enrollment as a limited status student does not guarantee admission to any degree program at USC.
6. 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.
7. It is then the student's responsibility to abide by the Drop/Add deadlines found on the "Registration Calendar" at [classes.usc.edu](http://classes.usc.edu), and if necessary, withdraw officially from courses through the Registrar One Stop department.
8. 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](http://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](http://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.

## Limited Status Program Registration Form

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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
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
<b>USC Employee:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>All colleges and universities attended</b>			<b>Have you completed a bachelor's degree?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for taking course			Have you ever applied to USC? Please indicate: <input type="checkbox"/> graduate or <input type="checkbox"/> 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](http://classes.usc.edu)) for course offerings and department phone numbers and locations.

**Visit the *Schedule of Classes* ([classes.usc.edu](http://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	<b>Please list letter grade, Pass/No Pass or Audit</b>

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 \_\_\_\_\_