USC University of Southern California

Limited Status Program Description and Policies

Registration Department • University Park Campus • 615 Childs Way, TRO 101 • Los Angeles, CA 90089-0912 • Phone: 213.740.8500 • www.usc.edu/registration

Program Mission:

The limited status program is intended for individuals who wish to take a 'limited' number of courses at USC without formally applying for admission to the university. Although the application for the limited status program is straight-forward, a student must contact the department offering a course to obtain approval from the department to enroll in the course. There is a limit to the number of units a student can take in the limited status program. Individuals who do not have a bachelor's degree may take up to 16 units. For graduate students, up to 12 units are allowed. After the maximum number of units is reached, a student should apply for admission to the program through the USC Admissions Office to continue to take courses. F-2, B-1 and B-2 visa status holders are not eligible for Limited Status enrollment at USC. All other visa categories will be reviewed by the Office of International Services.

INSTRUCTIONS FOR COMPLETING THIS FORM

1. Submit this completed form to the Registration Department in person or by mail at the address above. If you choose to mail the form, please include a copy of your driver's license or passport and a check or money order for the amount of $100, made payable to USC. If you mail the form, we will email you a USC ID number.

2. Go to the department offering your course(s) to request permission to enroll. You must take this form for the department to place the department stamp next to each course you wish to take. The Schedule of Classes **(www.usc.edu/soc)** provides department phone numbers and locations.

3. Notify us once you have received permission to enroll from the academic department. If you submitted the form by mail, you must reply to the email we sent you to let us know that we can proceed to register you for classes. We will email you confirmation once your registration is complete.

If you are unable to present the completed form in person or by mail, you may designate a representative to act on your behalf. Your representative must bring the completed form, a copy of your driver's license or passport, and a written authorization letter (a brief statement designating the representative as your agent will suffice). Your representative must also show photo ID.

Choose Your Grade Option:

Most students register for courses to receive a letter grade (A, B, C, D, or F). If you wish to take a class for a grade of Pass/No Pass or for a grade of Audit you must request and submit the additional grade option form at the Registration Building (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:

It is university policy that any person who registers in classes as a limited status student must settle all related tuition by the date listed on the Registration Calendar **www.usc.edu/soc**. This policy does NOT apply to USC faculty and staff or individuals whose tuition is paid by their employer. USC employees and dependents should submit the appropriate forms to Benefits Administration as soon as possible. Students on corporate sponsorship should visit the Student Financial Services web site at **http://fbs.usc.edu/depts/sfs/page/2110/pay-by-sponsor/** for further details.

To submit payment, you may visit the Cashier's Office in King Hall, Room 200. You may also pay by phone at 213.740.7471. If you choose to pay by phone, you will need to authenticate using your USC ID number and your date of birth in mmddyyyy format.

UNIVERSITY POLICIES

Academic Eligibility Policies:

1. Enrollment as a limited status student does not guarantee admission to any degree program at USC.
2. 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.
3. It is then the student's responsibility to abide by the add/drop deadlines found on the Registration Calendar **www.usc.edu/soc**, and withdraw officially from courses through the Registration Department.
4. 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 % 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 Academic Review Department in the Office of the Registrar.

USC Academic Integrity Policies:

1. I will observe the academic integrity standards for students at USC according to SCampus **(http://web-app.usc.edu/scampus/)**.
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.

Name _____ Signature _____ Date _____

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Please complete all fields–BLUE OR BLACK INK ONLY

Last Name	First Name	Middle Name	Suffix	Social Security Number

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

Preferred Telephone Number ( )	Extension	Birth Date	Marital Status	Former Name

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

Preferred Telephone Number ( )	Preferred Email Address	Birth Place

State of Residence	Country of Citizenship	Permanent U.S. Resident Number	Visa Type	ETHNICITY (optional)

Please indicate how your course(s) will be paid:

1. Personal credit card or check
2. Employer. Company name:
3. USC employee benefit (circle one):   Staff   Faculty   Dependent
4. ROTC Service Designation:

Name of institution currently attending

Have you completed a bachelor's degree? _____ Yes   _____ No

Next, go to the department offering your course(s) to request permission to enroll. The department must approve any course that you request by signing and stamping next to each course on the grid below or granting electronic permission on the Student Information System. The Schedule of Classes (**www.usc.edu/soc**) lists course offerings and provides department phone numbers and locations.

Finally, return this form with the completed grid below to the Registration Department representative after you have received permission from the department offering the course. A one-time, non-refundable $100 processing fee for new limited status students is also due at the time of registration. Credit cards, checks, and money orders are acceptable methods of payment. Please make checks payable to the "University of Southern California."

IMPORTANT: If you wish to take a class for a grade of Pass/No Pass or for a grade of Audit you must request and submit the additional grade option form at the Registration Building.

Please use a computer to access the Schedule of Classes (www.usc.edu/soc) to complete the section below.

COURSE PREFIX	COURSE NUMBER	UNITS	CLASS NUMBER	TIME	DAYS	GRADE OPTION	APPROVAL SIGNATURE & DEPARTMENT STAMP
Example: ARCH	**106x**	**4**	**12345**	**10**	**MWF**		

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 _____