



# Limited Status Program Description and Policies

Registration Department  
601 Exposition Blvd  
Los Angeles, CA 90089  
Phone: 213.740.8500  
[www.usc.edu/registration](http://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.

## INSTRUCTIONS FOR COMPLETING THIS FORM

### **Complete the Following Steps:**

1. Submit this completed form to a Registration Department representative. The representative will issue you a USC ID number.
2. Contact the department offering the courses you wish to take (phone numbers are available on the Schedule of Classes web page that displayed the courses) and request permission to enroll. In other words, it is at the department's discretion to approve or decline your request for enrollment in a course.
3. Return the form to the Registration Department representative after you have received permission from the department offering the course.

Please note that limited status students may not add or drop classes using the on-line system. If you wish to make any changes to your registration or to cancel your registration, you must contact the Registration Department (213.740.8500) for instructions.

### **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 (which will not appear on the transcript, count for units, and cost the same a course taken for a letter grade or Pass/No Pass), you must request and submit the additional grade option form at the Registration Building.

### **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 and fees within 24 hours of registering, or the registration will be canceled. This policy does NOT apply to USC faculty and staff.

Once enrollment takes place, you should proceed immediately to the Cashier's Office (King Hall, 2<sup>nd</sup> Floor) to pay all necessary tuition and fees.

## UNIVERSITY POLICIES

### **Academic Eligibility Policies:**

1. Enrollment as a limited status student does not guarantee admission to any degree program at USC.
2. 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**.
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.

I have read, understand, and fully agree with all the above mentioned policies on financial obligation, academic eligibility, and academic integrity.

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

