



How to Open an Online Course to Cross-Campus Enrollment*

**As of Winter 2025, the opening of courses to cross-campus enrollment is limited to courses that have previously been awarded course development funds by UC Online.*

This document outlines the process for opening online courses to cross-campus (UC-system wide) enrollment during the academic year. The process is initiated by the instructor of record (or sometimes a department or program manager) and managed by UC Online. Please read this document thoroughly and contact tlc@ucsc.edu for any questions.

Note that in order for a UCSC course to be open to cross-campus enrollment, it must be approved by the Academic Senate **as an online (asynchronous or synchronous) course**. To obtain the online course approval, consult the [course approval flowchart](#). Do not proceed unless the course is approved.

- ❖ **The instructor of record obtains approval from the department or program chair.**
You should explain the process and your aims for opening your course to students from other UC campuses to your chair. You don't need to submit your chair's approval in this process, but you should keep it in your records.
- ❖ **The instructor of record informs UC Online of the intention to open an online course to other campuses.** Email UC Online Program Manager Veronica Kemp (veronica.kemp@ucop.edu), **copying your department or program manager and the Teaching & Learning Center** (tlc@ucsc.edu). (If you are a department/program manager requesting this on behalf of the instructor, copy the instructor and the TLC.) In your email, include the cross-campus enrollment cap, your most recent syllabus, any required synchronous meetings, and (optional) your photo & a short biography for the UC Online course catalog and enrollment website. **Do this no later than six weeks before the start of instruction.**
- ❖ **The instructor of record determines the cross-campus enrollment cap.** The cross-campus enrollment cap is the maximum number of students from other UC campuses you'd like in your course. It does **not** include UCSC students. (Most courses open to cross-campus enrollment enroll from 10 to 30 cross-campus students, but there are exceptions in either direction.)
- ❖ **Any required synchronous meetings must be posted on UC Online's enrollment website.** Include information about synchronous welcome sessions, presentations,

lectures, or secondary discussion sections in your email to UC Online.

- ❖ **If there are any required in-person secondary discussion sections, there *must* be a remote option for cross-campus students.** In-person and remote discussion sections should also have equivalent learning activities.
- ❖ **UC Online will contact the instructor of record if the course has been open to cross-campus enrollment in the past.** Your decision to open your course to cross-campus enrollment should be informed by your capacity, your department's priorities, and UC Online grant/funding requirements (if any).
- ❖ **UC Online sends all cross-campus enrollment information to the UCSC Registrar's Office.** When you check your enrollments in AIS/myUCSC, you'll see a section labeled UC** (most often UC01). That section contains all of your cross-campus students. The section also appears as a separate course shell in Canvas. The TLC merges that course shell with the shell that contains your UCSC students.

What to Expect Once a Course is Open to Cross-Campus Enrollment

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Enrollment Approval Process for non-UCSC students

To enroll in a UCSC course, a non-UCSC student will use [UC Online](#). UCSC students enroll using the regular campus process — they do **not** go through UC Online.



Once a student's enrollment is confirmed by UC Online, they still need to obtain approval for cross-campus enrollment from their home campus, and then from UCSC, before they appear in the course roster. There is often a lag between when a non-UCSC student enrolls using UC Online and when the student's home campus provides approval; in some cases this can take weeks. As a result, as non-UCSC students enroll using UC Online, you will see the number of available seats dropping in the UC Online catalog, but not see any cross-campus enrollments in myUCSC (where they are labeled "**UC****", usually "UC01") or in Canvas (where the student's home campus will be listed in People). The TLC will ensure that the cross-campus roster feed from AIS is connected to your Canvas course shell.

In case there are students enrolled in a course through UC Online whose enrollments still haven't been approved by their home campus by the **sixth day of instruction**, UC Online will reach out to the instructor to inform them of the situation and receive direction on whether to wait for the home campus approval in case it arrives before the add/drop deadline, or drop the student(s) from the course.

CruzIDs for non-UCSC students

Once a student is approved for cross-enrollment by their home campus, they receive automatic approval from UCSC and receive an email to their home campus email address with the following information:

- The course they are enrolled in, and where to access it
- What their CruzID is
- How to claim their CruzID

Note: *The student can only access the course in Canvas after they have **claimed** and **activated** their UCSC account.*

How to get support

If you know of an XC student who is **fully enrolled** but unable to access the course, open an urgent IT ticket for them ([SlugHub](#) > Get Help), or email tlc@ucsc.edu and we will open a ticket on your behalf. For other student questions about cross-campus enrollment questions, you can direct the students to [UC Online Student FAQs](#) and [online support](#).

Instructional Support Funding

The Teaching & Learning Center monitors cross-campus enrollments each quarter, and allocates instructional support funding from UC Online to departments based on the number of enrollments. For up to five XC enrollments, a lump sum of \$500 is allocated, increasing proportionally (depending on available funds). This funding is usually used to hire a Reader or a



partial Teaching Assistant (TA) for the course. In rare cases in which XC enrollments approach departmental TA allocation thresholds, funding for a full TA may be provided through UC Online.

Once enrollments for the quarter have stabilized (often in the first week of instruction), instructors in the courses with cross-campus enrollments will receive an email from the TLC informing them of the amount of instructional support funding to be transferred to the department.

Frequently Asked Questions

❖ How do I view the current enrollment status for my course?

Instructors can access the UC Online Faculty Portal (<https://uconline.my.site.com/faculty>) to view the student registration requests and see their current enrollment status.

❖ A student reached out to me asking when they will be added to the course. I don't see them on the course roster in Canvas.

Their enrollment likely hasn't been approved by their home campus yet. Before the home campus approves cross-campus enrollment, there is unfortunately nothing UCSC can do.

❖ How are waitlists managed?

The waitlists for UC Online sections are managed by the [UC Online Student Support Team](#). While an individual student can be given priority to enroll, they won't be able to enroll unless capacity is increased or another student drops the course.

❖ A number of cross-campus students in my course roster don't seem to have ever logged into Canvas. I reached out to them, but they aren't responding.

It is possible that the students never received their sign-in information, or weren't able to activate their CruzIDs, in which case they won't be able to receive your communications. Reach out to tlc@ucsc.edu ASAP.

❖ A student received the login information, but isn't able to claim their CruzID. How can I help them?

You can open a ticket on their behalf by emailing help@ucsc.edu and noting that it's URGENT, or you can email tlc@ucsc.edu, and we will do the same. It is also possible the student wasn't following the CruzID Manager directions closely enough and expects to receive the confirmation email to their *home campus* email address when the email in the system is their *private* one. For retrieving the confirmation link, they should follow the address hint on the screen:

Send Password Reset Link:

If the Password Recovery Email you enter matches our records, further instructions will be sent to that address. Hint: K*****@gmail.com

Send Link

Cancel

❖ **How do I submit grades for XC students?**

You submit them through AIS. There is a roster for all cross-campus students (titled UC**, usually UC01), and you use this roster to submit grades within AIS.

❖ **How long does it take for XC students to receive their grades and unit credit?**

Most campuses send and receive grades electronically through the Cross-Campus Enrollment System (CCES). The two exceptions to this process are UC Irvine and UC Merced. They send and receive paper transcripts for UC Online students.

After a grade is posted at the host campus, the CCES receives the grade and automatically transfers the information to the home campus. The home campus ensures the grade is properly assigned to the student's record and the transfer credit is then reviewed by their academic advisor. Some campuses are faster than others at this step, and we typically advise students to wait at least 4 weeks after the grade is posted to receive the full review.

❖ **How do I handle accessibility accommodations for cross-campus students?**

Cross-campus students are entitled to the same type of accommodation in a cross-campus course as they receive at their home campus. Students with disability-related accommodations generally have an approved plan for the type of accommodation they receive.

XC students let the faculty member know: a) what type of accommodation they are requesting; and b) provide their home campus plan through a secure portal.

The host campus provides the accommodation. If there is a cost associated with the accommodation, UC Online can provide funding for the accommodation.



❖ **How do I handle academic misconduct involving XC students?**

The hosting campus' (in this case, UCSC) policy applies to all students enrolled in courses at UCSC. For students *not* affiliated with one of the residential colleges (such as cross-campus students), the Academic Misconduct Form should be submitted to the chair of the Council of Provosts.