

CROSS REGISTRATION FORM rev 5-19

STUDENT LAST NAME:		STUDENT FIRST NAME:		STUDENT M.I.:	
ADDRESS:					
CITY:				STATE:	ZIP:
LAST 4 SSN:		CELL PHONE:		DOB: ____/____/____	
EMAIL:					
TERM CROSS REGISTERING:				ACADEMIC YEAR: 20__-20__	

- Cross-Registration Status will not be granted retroactively to a registration at another GC3 member. The student must have the Cross-Registration Form completed, including all approvals, upon registration at the Host School.
- The GC3 Cross-Registration Program allows students' access to academic opportunities not available at their own institution. A degree-seeking student at any of the 18 GC3 colleges and universities who meet eligibility criteria may take courses at the other 17 institutions.
- Both the HOME and the HOST institution must approve a cross-registration. The HOME institution is responsible for verifying the student's eligibility and the need to cross-register exists. The HOST institution is not required to permit the cross-registration if space is not available in the requested course section or the student does not meet the required prerequisites.

STUDENT ELIGIBILITY

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| 1. The above named student is enrolled in a degree program at the HOME institution. |
| 2. The above named student is enrolled at least half time at the HOME institution during the current term. |
| 3. The above named student was enrolled at least half time at the HOME institution during the previous Spring allowing them to cross-register for the Summer. |

VERIFICATIONS: If the answer to item #1 AND item #2 OR #3 is YES, the student meets student eligibility requirements.

COURSE SCHEDULING REQUIREMENTS: Students may cross-register for a total of 2 courses or 6 credit hours per term. Cross-Registration is intended for students wanting to expand their knowledge or expertise, or who need a course not being offered at their home institution during the term, especially to remain on track to graduate. The intent is not to provide a more convenient course schedule. Cross-Registration should not be approved if the course is scheduled during the term unless a conflict exists which can't be changed and/or the student will not complete their degree on time. Additional approval may be required in such cases.

COURSE #1	FACULTY/STAFF AUDIT	COURSE SCHEDULED AT THE HOME SCHOOL DURING THE TERM LISTED ABOVE	
HOME INSTITUTION:	If the course requested is scheduled at the HOME institution during the term, the Cross-Registration should not be approved unless the conflict keeps the student from completing their degree on time.	CROSS-REGISTRATION APPROVED BY: _____	DATE: _____
HOST INSTITUTION:		CROSS-REGISTRATION APPROVED BY: _____	DATE: _____

STUDENT HAS PREVIOUSLY REGISTERED AT THE HOST INSTITUTION:

COURSE NUMBER: _____ COURSE TITLE: _____ SECTION NO: _____ SEM HRS: _____

IF ANY, LIST PREREQUISITES FOR THE COURSE CROSS-REGISTERING FOR: student must meet all pre-requisites. Student may provide an unofficial transcript to confirm pre-requisites have been met.
 Course Number: _____ Course Number: _____ Course Number: _____

COURSE #2	FACULTY/STAFF AUDIT	COURSE SCHEDULED AT THE HOME SCHOOL DURING TERM LISTED ABOVE	
HOME INSTITUTION:	If the course requested is scheduled at the HOME institution during the term, the Cross-Registration should not be approved unless the conflict keeps the student from completing their degree on time.	CROSS-REGISTRATION APPROVED BY: _____	DATE: _____
HOST INSTITUTION:		CROSS-REGISTRATION APPROVED BY: _____	DATE: _____

STUDENT HAS PREVIOUSLY REGISTERED AT THE HOST INSTITUTION:

COURSE NUMBER: _____ COURSE TITLE: _____ SECTION NO: _____ SEM HRS: _____

IF ANY, LIST PREREQUISITES FOR THE COURSE CORSS-REGISTERING FOR: student must meet all pre-requisites. Student may wish to provide an unofficial transcript to confirm pre-requisites have been met.
 Course Number: _____ Course Number: _____ Course Number: _____

IMPORTANT NOTICE TO STUDENTS

- If a course is dropped, it is the student's responsibility to notify both the home and host institution's registrar's office;

AUTHORIZATION: I hereby authorize _____ to send my grades to my HOME Institution upon completion of the above listed courses.

STUDENT SIGNATURE _____ **DATE:** _____