

RAC Cross Registration

Guidelines

- The form may be used only when the following circumstances occur:
- The requested course is NOT available at the home school.
- The student is a full-time undergraduate student at his/her home school throughout the duration of the requested course. A full-time student is defined as a matriculated student carrying not less than 12 credit hours. You must be a non-matriculated student at the visiting school.
- The course shall be applicable toward the student's degree program.
- Registration is on a space available basis.
- Not applicable to summer programs.
- Students are governed by the academic policies of the institution visited with regard to course requirements, withdrawal policies, etc.
- Consult with your Dean or Registrar regarding the policies of transfer credit and inclusion of quality points.

Instructions

- Obtain Cross Registration form from home school.
- Obtain approval signatures in the order indicated. All signatures are required. Proceed to visiting school and complete registration procedures of that institution.
- File completed form (original) with the Registrar of the visiting school by the end of the drop/add period.
- A copy will be forwarded to the home school to complete the registration.
- To drop an intercollegiate course for which you are registered, you must notify the Registrar of your home AND visiting school and follow procedures outlined by the visiting school for dropping or withdrawing from a course.
- Please note that participating colleges have different ending dates for their semester/quarter. Grades, therefore, may not be available prior to a student's commencement date and may delay graduation.
- Graduating students are advised to review this issue prior to enrollment with appropriate officials at their home institution.
- Students must sign this form in order to have an official transcript forwarded to the home school.