MCC Local Guidelines for SUNY Cross-Registration

Home Institution= the institution where you are matriculated (seeking a degree)
Host Institution=the institution with which you are seeking to take additional courses.

1. MCC Students are welcome to cross-register for courses at other SUNY Campuses. Please be advised that cross-registration is available for the fall, spring and summer terms; intersession session is not covered by this SUNY Cross Registration electronic application.

2. You must be a matriculated student at your home institution in order to waive tuition at the host institution.

3. You are limited to six (6) credits of undergraduate cross-registered coursework per semester (exceptions to this policy must be approved by the home institution and additional tuition and fees may apply).

4. The combined total of the home and host institution may not exceed 18 credits.

5. You may take a course at another institution **ONLY** if the course is full (waitlisting) or is **NOT** being offered at MCC in the semester in which you are registering.

6. You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) for which you get registered meet(s) the requirements of your degree program. If you change your major/minor, the courses for which you are cross-registered may no longer count toward your degree requirements.

7. Please NOTE: even if you have the permission of the instructor, or have satisfied all pre-requisites/co-requisites necessary for enrollment at the host institution, you must still follow the SUNY registration process through the appropriate website (www.suny.edu/crossregister), and the host institution will register you into the course(s), if available. Students: DO NOT register yourself or it will not be considered cross-registration. **Again, you will need to be registered by the host institution's Registrar's office.**

8. Registration dates and deadlines vary by college. You are responsible for contacting the host institution for registration related dates and deadlines and determining which office(s) are responsible for reviewing and/or approving your SUNY Cross Registration electronic application.

9. You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.

10. Your electronic signature on the SUNY Cross Registration electronic application is considered approval for the host institution to automatically release grades/transcripts to your home institution at the end of the semester.

11. Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time). Please consult your Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

12. You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s) (Registrar, Student Accounts, Financial Aid, etc.). Failure to do so can result in a failing grade at the host institution.

13. Your electronic signature on the online SUNY Cross Registration electronic application indicates your agreement to abide by all regulations imposed by the host institution (parking, attendance, library rules, etc.). In addition the host institution may apply rules and regulations to incoming students as it deems necessary (e.g., restrictions on classes based on seat availability). Be sure you are aware of those rules before you cross-register.

14. Home institution students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.

15. Please be advised that if you drop below full-time at your home institution, you may be liable for tuition at the host institution.

16. You may be liable for certain fees, such as parking in excess of tuition.

17. Any Health Services (immunization/records/physical exam, etc.) requirements must be met at BOTH institutions, even if they differ.

18. Students that cross-register at Community Colleges must fill out residency requirement documents at the host institution. This means you will need to provide the Community College a Certificate of Residency (must be obtained from the county of your permanent residence).

How to Process Your Cross-Registration

1. Seek advisement on the courses you wish to take. Consider whether or not they meet degree requirements, and complete the course approval and online cross registration application.

2. Students can access and complete the online cross registration application at www.suny.edu/crossregister. This will begin the review and approval process by the appropriate home/host institution offices responsible for cross-registration that includes Registrar, Student Accounts, Financial Aid, and Advising.