ARCHE

ATLANTA REGIONAL COUNCIL *for* HIGHER EDUCATION

Cross Registration Application

Complete this form according to the instructions on reverse.

1. Personal Information

Name: _____   Gender: _____
      (Last)   *(First)*   *(Middle)*

Home Institution Student ID #: _____

Home Institution: _____   School/Division: _____

Classification (check one): Freshman   Sophomore   Junior   Senior - OR - Graduate   Professional

Degree: _____   Major: _____

Are you graduating this semester? ❏ Yes ❏ No   Cell Phone: _____

Local Mailing Address: _____   Home Phone: _____

Work Phone: _____
          (City)   *(State)*   *(Zip)*

E-Mail Address: _____

Date of Birth: _____   Place of Birth: _____   H.S. Grad. Date: _____
                                (City, State)

Ethnic Group: ❏ Caucasian American   ❏ African American   ❏ Hispanic American   ❏ Asian American
(check one)   ❏ Native American   ❏ Foreign/non U.S. citizen ❏ Multi-Racial

U.S. Citizen? ❏ Yes ❏ No | If foreign, of which country are you now a citizen? _____

State of Residence: _____ | Alien registration receipt ("green card") number: _____

If Georgia, County: _____ | Type of Visa: _____

2. Courses Requested   *Enter all information for each course requested. Availability depends upon offering and space.*

Host Institution: _____   Term Requested: _____

Is this an online course? ❏ Yes ❏ No   Have you ever applied to or attended the host institution? ❏ Yes ❏ No When? _____

	Dept. Prefix & Course Number	Section	Computer Number	Day & Time	Credit Hours	Course Title
1.						
Alternate						
2.						
Alternate						

I certify that the information furnished by me is true. I understand that my completed application does not guarantee a place in the requested cross registration course(s). I agree to abide by all rules, regulations, practices, and policies of the host institution while enrolled there. I authorize the host institution to send a transcript of the cross registration course grade(s) to my home institution.

Student's Signature: _____   Date: _____

3. Approvals

I/we certify that the above named student has the approval of the home institution listed above, is in good standing and is currently enrolled. The student has met the prerequisites for this course. ❏ Yes ❏ No

_____   _____   _____   _____
Academic Advisor (Home Institution)   Date   Home Institution Cross Registration Coordinator   Date

_____   _____   _____   _____
Host Institution Department Approval   Date   Host Institution Cross Registration Coordinator   Date
      (if required)

NOTE: The "home institution" is the ARCHE institution at which a student is currently enrolled in a program for which academic credit is awarded (the definition of a "program" shall be determined by the home institution). The "host institution" is the ARCHE institution at which a student would like to attend a course through cross registration.

Eligibility Criteria Checklist

- ❏ In good academic standing as defined by the home institution and meet all eligibility requirements set by home institution
- ❏ Currently enrolled at home institution in at least one course at the undergraduate, graduate, or professional level in a program for which academic credit is awarded (the definition of a "program" shall be determined by the home institution)
- ❏ Not a first-semester freshman (unless cross registering in courses for purposes of ROTC training or marching band)
- ❏ Requested course not offered concurrently during semester at home institution, and not a non-credit continuing education course, workshop or seminar
- ❏ Meet prerequisites (if any) for requested course, as defined by host institution
- ❏ Meet all immunization and health requirements
- ❏ Meet all application deadlines
- ❏ Have obtained required approvals from home and host institutions

Student's Cross Registration Procedure

A. Obtain a Cross Registration Application from home institution's cross registration coordinator or registrar's office. The form also is available at http://www.atlantahighered.org/consortium/crossregform.pdf. Complete first three sections.
B. Verify that the course requested is offered at host institution. Identify whether enrollment restrictions or prerequisites apply for the requested course(s) offered by host institution.
C. Consult with home institution academic advisor to determine eligibility for cross registration. Complete the Course(s) Requested section of the Cross Registration Application and have academic advisor sign it.
D. Consult with home institution's cross registration coordinator to determine host institution's registration procedure, immunization requirements, etc., and have coordinator sign the Cross Registration Application. The home institution's cross registration coordinator will forward the application to the host institution and request approval for cross registration. If the host institution course instructor's or department's approval is required, the student may be directed to obtain the required signatures.
E. Once all approvals have been obtained, the host institution's cross registration coordinator will register student for the approved course(s) on a space-available basis after host institution's regularly enrolled or continuing students have had first priority for registration. The host institution's cross registration coordinator will inform the student of approval and registration status. All applicable course fees must be paid to home institution when due by the home institution. However, special fees (lab, parking, equipment lease, etc.) and security deposits must be paid to host institution.
F. Student must abide by all host institution policies and schedules regarding grades, exam dates, absences, drop/add/ withdrawal, etc. To withdraw from a course, both the home and host institutions' withdrawal procedures must be followed. Changes in cross registration must be approved by both institutions' cross registration coordinators.
G. Some institutions do not allow cross registration during the summer. These institutions are indicated below.
H. If home institution does not participate in cross registration during the summer, student must seek admission to the host institution as a transient student by contacting host institution's admission office for application deadlines.
I. Seniors who are graduating at the end of the semester in which they are cross registered shall be responsible for contacting the host institution coordinator to obtain an alternate grade report to provide to the home institution.

ARCHE Cross Registration Application Deadlines
Home institution's Cross Registration coordinator must submit request to host institution by this date.
Students should check with their home institution for earlier internal deadlines.

Semester System   Fall: *July 15*   Spring: *November 15*   Summer (if applicable): *April 15*

Participating Institutions

Agnes Scott College*, Brenau University, Clark Atlanta University*, Clayton State University, Columbia Theological Seminary, Emory University*, Georgia Institute of Technology, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University Atlanta, Morehouse College*, Morehouse School of Medicine*, Oglethorpe University, Savannah College of Art and Design-Atlanta, Southern Polytechnic State University, Spelman College*, University of Georgia, University of West Georgia. *does not participate in summer cross registration.*