

Due to the continuing COVID-19 crisis and the need to reduce density and practice physical distancing on campus, we will be suspending in-person Cross-Registration (incoming and outgoing), for the Fall 2020 semester. Registration in on-line sections will be permitted if students meet all other cross-registration requirements. We will revisit our ability to allow Cross-Registration for **Winter 2021*** and **Spring 2021*** at the end of the fall semester.



***Participation is at the discretion of each institution.**

Last Name: _____ First Name: _____ Middle Initial: _____

*Social Security #: _____-_____-_____ Student ID#: _____ DOB: ____/____/____

**Personal student information is treated confidentially and consistent with the Family Educational Rights and Privacy Act (FERPA), the NYS Cyber Security Policy P03-002: Information Security Policy, and is compliant with NYS General Business Law Section 399-ddd.*

E-mail Address: _____

Permanent Address: _____			
City: _____	State: _____	Zip: _____	Phone: _____
Local Address: _____			
City: _____	State: _____	Zip: _____	Phone: _____

Have you ever been dismissed/suspended from a college for disciplinary reasons? Yes ___ No ___

Name of Home Institution: _____

Name of Host Institution: _____

Cross-Registration Semester/Term: Fall: ___ Spring: ___ Winter ___ (Not available at all institutions) Year: 20___

Host Institution Course# and Section#	Host Institution Course Title	Host Institution Credit Hours	Home Institution Course Equivalency – to be completed by the home institution.	Credit Hours at Home Institution

Signatures below are REQUIRED

I have read and understood the terms and conditions of this cross-registration agreement (on the reverse side). By signing I give permission for the Home and Host institutions to exchange enrollment, grade, and financial information. I understand that my current registration is for non-degree study and that my enrollment in this course/these courses does not guarantee my admission as a degree seeking student. In order to matriculate, I must file a formal application with the appropriate admissions office and meet admissions requirements. I am also aware that enrollment changes may impact my eligibility for financial aid for the current term and/or future terms. I will consult my Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards. I certify to the best of my knowledge that the information above is correct and true.

Student Signature: _____ **Date:** _____

Advisor or Chair or Dean Signature (discretion of home campus): _____

The above student is in good academic standing and is expected to have a course load equivalent to full time status between the Home and the Host institution. I recommend approval of this request based on the course equivalents and credit hours above.

Home Institution Registrar's Signature: _____ **Date:** _____

Host Institution Registrar's Signature: _____ **Date:** _____

Denied: _____ Reason: _____
 Initials: _____ Initials: _____
 Date: _____ Date: _____
 HOME ID: _____ HOST ID: _____
 Processed By Home Institution
 Processed By Host Institution

Hudson-Mohawk Cross-Registration Guidelines for Saint Rose Students

The following conditions apply to all students who wish to use the Cross-Registration option:

1. You must be a full time matriculated student and take at least one-half of your semester load at Saint Rose. Summer sessions are not eligible for cross-registration.
2. The proposed course(s) must NOT be offered at Saint Rose during the semester in which you plan to cross-register. The course taken must be applicable to your degree. Courses which you have taken or attempted at Saint Rose are not eligible for cross-registration.
3. Grades for cross-registration are recorded in the same manner as courses taken at Saint Rose, A – F, and are factored into your grade point average. Pass/Fail grades are recorded as such, but no quality points are assigned for 'P' grades. Courses are accepted for the number of credit hours assigned by the host institution.
4. Even if you have the permission of the instructor at the host school, you must still go through the host institution's Registrar's Office to be considered registered for a course.
5. You will be responsible for the attendance and academic requirements of the course even if Saint Rose's and the host institution's calendars do not coincide.
6. You are responsible for notifying the registrars at BOTH institutions if you withdraw from a course(s). Failure to do so can result in an academic 'F' from the host institution.
7. Your signature on the Cross-Registration form 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. Be sure you are aware of those rules before you cross-register.
8. 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.
9. Host institutions have varying registration dates. Please check with each institution to see when you are eligible to register.
10. All fees in excess of tuition are the responsibility of the student, i.e. lab fees, course fees, technology fees.

How to Cross-Register:

1. Complete the top half of the Hudson-Mohawk Cross-Registration form with your personal and school information. When you reach the grey boxes for course information, fill in the left side only, with the host institution course details (Course#, section, title, credits).
2. Come in-person to Saint Rose's Registrar's Office bringing with you a printed copy of the host institution's course description. The Registrar's Office will review for eligibility and course equivalency.
3. See your academic advisor to discuss your plan. If your advisor approves, they will sign the form.
4. If the course is for your major, minor or concentration you must also see the faculty department chair of that subject area for their signature of approval. If the course is only for general elective or liberal education, then just your advisor's signature is needed.
5. Bring the Cross-Registration form back to Saint Rose's Registrar's Office for the Home Institution Registrar's Signature.
6. Prior to going to the host institution, contact the host institution's Registrar's Office to find out when/where cross-registrants are permitted to register and to see if the course you desire is open for cross-registration. Bring the Cross-Registration form with you to the host institution. Register for the course with them if they approve and obtain a signature from the host institution Registrar's Office. Leave a copy of the form at the host institution.
7. Bring the completed Cross-Registration form back to Saint Rose's Registrar's Office. You will register for the appropriate Saint Rose cross-registration course at that time. Courses are listed by school with an HMA prefix. Failure to return the form will result in not being registered for the intended cross-registered course and not receiving credit for participation in cross-registration.