



University of South Alabama Cross-Registration Form

Please use black or blue ink only and print legibly when completing this form in its entirety.

Semester Requested (Check one): Fall ___ Spring ___ Year _____ (not available for Summer)

Student name: _____ ID number: _____

Major(s): _____ Advisor: _____

Email: _____ Phone: _____

Reason for request: _____

Cross-Registration Terms/Conditions and Instructions are on page two of this form.

SHC Course Number	Hours	Proposed USA Course Number	Hours

Check all that are applicable:

Core curriculum course – Requires approval of the Associate Provost.

Assoc. Provost signature: _____ Date: _____

Major/Minor requirement – Requires approval of Chairperson from student’s academic program.

Chairperson signature: _____ Date: _____

Language requirement – Requires approval from the Chairperson for Languages.

Chairperson signature: _____ Date: _____

I have read and understood the terms and conditions of this cross-registration agreement (on page two).
By signing I give permission for the University of South Alabama to share course information with Spring Hill College.

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____

*****Registrar Office Use Only*****

Cum GPA: _____

Cum Earned Hours: _____

Planned Grad Session/Year: _____

Registrar Signature: _____ Date: _____

Spring Hill College Cross-Registration Guidelines

1. You must be a full-time, matriculated undergraduate student to request to cross-register for a course during a Fall or Spring semester only. You may only take a maximum of 6-credit hours per semester.
2. You must have earned at least 30 semester hours of credit with a cumulative grade point average of 2.0 or better and be in good academic standing.
3. For cross-registration, the requested University of South Alabama (USA) course must be
 - a. A course that meets a Spring Hill College (SHC) requirement for your degree, major, or concentration;
 - b. A course for which you meet the prerequisites as defined by USA;
 - c. A course that is approved by your academic advisor and by the appropriate academic chairperson; and
 - d. A course that is not available for you to take at SHC during the same semester as the requested USA course.
4. University of South Alabama policies for cross-registration.
 - a. USA students have priority for all courses. SHC students will cross-register for USA courses on a space-available basis after USA students have an opportunity to enroll in those courses.
 - b. SHC students will not be permitted to cross-register for USA courses in the College of Nursing, School of Computing, Pat Capps Covey College of Allied Health Professions, or the College of Education Teacher Certification Programs.
 - c. While enrolled in cross-registered courses at USA, SHC students are subject to the regulations and academic policies of USA. These include, but are not limited to, regulations and policies for parking, library use, use of information technology, attendance, and academic integrity.
 - d. SHC students must meet USA's immunization and health requirements.
5. USA will not charge tuition for cross-registered courses. However, USA may require cross-registering students to pay special fees (such as lab fees or parking fees) or security deposits.
6. SHC students who participate in cross-registration assume the following responsibilities:
 - a. To meet the attendance and academic requirements of the USA course, even if the SHC and USA calendars do not coincide;
 - b. To maintain full-time enrollment. If a student drops below 12 semester hours during the semester, USA may charge tuition.
 - c. To consult with the SHC Financial Aid Office regarding the effect of cross-registration on academic eligibility for financial aid, including satisfactory academic progress standards.
 - d. To notify the Registrar's Office at **both** institutions if the student withdraws from the cross-registered course.
7. By signing the SHC and USA cross-registration forms, the student
 - a. Grants USA permission to release course grades to SHC at the end of the semester and
 - b. Agrees to these guidelines for cross-registration.

Courses completed through the SHC/USA cross-registration agreement earn SHC credit. All grades and credits earned through cross-registration are recorded on your SHC transcript as SHC courses, are counted for financial aid purposes, and are included in the calculation of your SHC grade point average.

Cross-Registration Instructions/Timeline:

Action	Deadline
Meet with your advisor to confirm eligibility for cross-registration	Before the end of Course Advisement
Complete the SHC AND USA cross-registration form and return both to the SHC Registrar's Office	Fall semester: July 15 Spring semester: December 1