



Spring Hill College

Forming leaders engaged in learning, faith, justice and service for life.

Registrar's Office
4000 Dauphin Street
Mobile, AL 36608-1791
Phone: (251) 380-2240
Fax: (251) 460-2192
Email: registrar@shc.edu

Cross Registration Application/Registration Form

Date of Application \_\_\_\_\_

Title Last Name First Middle

Current Address \_\_\_\_\_
Number & Street City State Zip

Previous names if applicable \_\_\_\_\_

Home or permanent address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ SSN \_\_\_\_\_ Email \_\_\_\_\_

Religion (optional; this information will not be used in a discriminatory manner) \_\_\_\_\_ Marital Status \_\_\_\_\_

Ethnic Background (optional; this information will not be used in a discriminatory manner)
[ ] American Indian/Alaskan Native [ ] Asian American
[ ] White [ ] Hispanic/Latino [ ] Black/African American [ ] Native [ ] Hawaiian/Other Pacific Islander [ ] International Student \_\_\_\_\_

Sex \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Citizenship \_\_\_\_\_

Classification: [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior Planned Graduation semester/year: \_\_\_\_\_

INTENDED REGISTRATION:

Semester: [ ] Fall [ ] Spring

Table with 4 columns: Course ID, Title, Credits, USA Course Equivalent

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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above student is in good academic standing and is expected to be a full-time student for the term in question. I recommend approval of the request:

Name of Home Institution: University of South Alabama

Home Institution Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Host Institution Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Home Institution = the institution where you matriculated.
Host Institution = the institution you are seeking to take additional courses.

Host Institution Office Use Only:
Enrolled: [ ] Yes [ ] No
Date: \_\_\_\_\_
If no, reason: \_\_\_\_\_
Withdrawn: [ ] Yes [ ] No
Date: \_\_\_\_\_

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*NOTE: The "home institution" is the institution at which a student is currently enrolled as a degree seeking student. The "host institution" is the institution at which a student would like to attend a course through cross registration.*

### **Cross Registration Guidelines (Undergraduate Students Only)**

- You must be a full time matriculated student and take at least one-half of your semester credits at your home institution.
- You must have the approval of your home campus.
- The proposed course(s) cannot be offered by the home institution. If the home campus offers a comparable course, even if not scheduled during the desired term or time of enrollment, then cross registration will not normally be approved. Any exceptions must be approved by the Provost of the home institution
- Please NOTE: even if you have the "permission of the instructor" at the host school, you must still go through the host school's Registrar's Office to be considered "registered" in a course.
- You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
- Your signature on the Cross-Registration form is considered approval for grades/transcripts to be automatically sent to your home institution at the end of the semester.
- YOU are responsible for notifying the registrars on BOTH campuses if you withdraw from or drop a course(s). Failure to do so can result in an academic failing grade from the host institution.
- The academic honesty code and other rules of conduct of the host institution apply with respect to its courses and behavior on its campus. The host institution also determines whether its rules have or have not been violated. The student's home institution will impose such penalties as it considers proper when violations are reported to it.
- 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.
- Home campus students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
- Host institutions have varying registration dates. Please check the academic calendar to see when you are eligible to register. Time tickets will be assigned to each student that specifies when registration begins.
- All fees in excess of tuition are also the responsibility of the student, i.e., lab fees, etc.

### **Student's Cross Registration Procedure**

- A. Obtain and complete a Cross Registration Application from the Office of the University Registrar.
- B. Verify that the course requested is offered during the semester of application.
- 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 registrar to determine host institution's registration procedure, immunization requirements, etc., and have the registrar sign the Cross Registration Application. The home institution's registrar 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. Student must abide by all home and 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' registrar.
- F. Seniors who are graduating at the end of the semester in which they are cross registered shall be responsible for contacting the host institution registrar to obtain an alternate grade report to provide to the home institution.
- G. Students requiring disability accommodations for the requested classes should contact their home institution Disability Support Coordinator at the time of application in order to permit time to arrange accommodations.

### **Cross Registration Application Deadlines**

*Home institution's Cross Registration coordinator must submit request to host institution by these deadlines. However, students are encouraged to apply early to avoid classes being closed due to capacity. Students should check with their home institution for earlier internal deadlines.*

**Semester**

**Fall: July 15**

**Spring: December 1**