ASSOCIATED COLLEGES OF THE ST. LAWRENCE VALLEY
SUNY CANTON • CLARKSON UNIVERSITY • SUNY POTSDAM • ST. LAWRENCE UNIVERSITY

Cross-Registration Regulations for Students

Updated June 2019

PREFACE

Cross-registration is a cooperative program designed to expand the educational opportunities available to the students and employees of the four universities of the Associated Colleges of the St. Lawrence Valley consortium. It provides any full-time matriculated student or full-time employee at a member college the opportunity to enroll in a course offered by another member college which will improve the depth and variety of the student's academic program.

Cross-registration for undergraduates was initiated in the spring of 1971 and expanded to full-time graduate students and full-time staff in January of 1976. Since that time, cross-registration has enabled thousands to take advantage of courses available at the four member universities: Clarkson University, SUNY Canton, SUNY Potsdam, and St. Lawrence University.

DEFINITIONS

Home institution for students: The college at which the student is enrolled as a full-time student.
Host institution for students: The college to which the student wishes to cross-register to take a course.

AVAILABLE COURSES

Eligible students and staff may cross-register for a maximum of **two courses** per academic year for a total of no more than 8 credits. The academic year begins in late August with the Fall semester and runs through the end of the subsequent spring semester.

Eligible students may cross-register for courses that are not available at their home institution. The advisor at the home institution is responsible for directing a student to take a course at the home institution when appropriate rather than through cross-registration.

Cross-registration in any course is provided on a **space available basis**, as of one week before classes begin at the host institution. A sufficient number of the host institution's students must enroll in a course to warrant its offering. The host institution's students will be given priority in those courses that become fully subscribed. Cross-registered students will be admitted after all host institution students have had the opportunity to register for the course.

Cross-registration cannot be used for non-credit courses. Winter term, summer term, and quarter term courses are not eligible for cross-registration. Individual courses may be excluded from cross-registration by each institution. Cross-registration cannot be used to obtain a minor at the host institution.

COST

Tuition is paid to the student's home institution under the policies of that institution. If cross-registration credits result in a course load requiring additional tuition charges at the home institution, the student is responsible for those charges just as if the cross-registered credits were home institution credits.

There is no charge to cross-register for courses as long as the individual meets the eligibility requirements. **A student does have to pay any special fees**, such as fees for labs, application or registration.

ELIGIBILITY

To cross-register, an individual must be a full-time matriculated undergraduate student, or a full-time graduate student.

Full-time status is defined by the home institution. If a student drops below full time at the home institution, the student will lose eligibility for the cross-registration benefit and will incur tuition charges at the host institution.

Students must have a minimum GPA of 2.0 to be eligible for cross-registration. (First-year students who have not yet established a GPA are exempted from this requirement.)

A student who has been dismissed from a member university may not cross-register to a course at that host institution for a period of one year after being dismissed. To become eligible for cross-registration again, the student must have maintained a minimum 2.0 GPA at the new home institution.

Each host institution retains the right to deny cross-registration privileges to individual students.

SPECIAL AGREEMENTS

Approval for cross-registration above the yearly maximum of two courses is automatically granted when individuals are enrolled under a formal curricular agreement (Art Education Certification, student teaching programs) for programs which require a greater amount of cross-registration.

A member college teaching assistant, graduate assistant, or fellow who carries less than a full course load may cross-register if they would be eligible for free course enrollment at the college of employment.

Teachers from public schools using tuition waivers from SUNY Potsdam or St. Lawrence University may cross-register regardless of full-time or part-time status.

Independent Scholars of the Associated Colleges may cross-register, but are generally expected to audit courses.

EXCEPTIONS

The chief academic officer (or designee) of the **host** institution may make exceptions to the limitations on the number of credits or courses granted to individual students.

Exceptions to the two course limit are highly unusual. Exceptions will be granted only in situations in which:

- a change in the normal rotation of courses makes it impossible for a student to complete course pre-requisites and/or follow the normal succession of courses required for program completion;
- a family or health emergency has made it impossible to take advantage of cross-registration in the previous academic year.

Requests for exceptions to the two course limit should be presented in writing to the designated officer at the host institution:

Clarkson University
Amanda Pickering, Liaison to the Academic Leadership Cabinet, apickering@clarkson.edu, 315-268-3994
St. Lawrence University
Karl Schonberg, Vice President and Dean of Academic Affairs, kschonberg@stlawu.edu, 315-229-5991
SUNY Canton
Peggy De Cooke, Provost and Vice President of Academic Affairs, decookep@canton.edu, 315-386-7202
SUNY Potsdam
Bette Bergeron, Provost and Vice President for Academic Affairs, bergerbs@potsdam.edu, 315-267-2108

STUDENT CROSS-REGISTRATION PROCEDURES AND INSTRUCTIONS

There is a special form for student cross-registration and it is available on the web at https://associatedcolleges.org/wp-content/uploads/2019/01/Student-CrossRegForm-.pdf. Complete instructions are included on the form. Those unable to access the form online may contact their Registrar's office or the Associated Colleges office (267-3331 or acslv@potsdam.edu) for a copy.

The signed approval of the student's advisor is **required** to ensure that the course satisfies credit and program requirements, and that the student has met all course pre-requisites.

It is the student's responsibility to determine if the cross-registration course will satisfy requirements for graduation, a license or certificate, or other program requirements as appropriate, and that the student has met all course pre-requisites.

Students matriculated at St. Lawrence University and Clarkson University must also get the signature of the appropriate chairperson.

The completed form is returned to the Registrar of the **home** institution **as soon as possible.**

Accommodative Services

Students who need accommodative services should contact the appropriate office at their home institution.

- Complete a cross-registration form which can be found online.
- Discuss the course with your advisor and obtain his/her signature on the form (plus the signature of the appropriate chairperson at St. Lawrence University or Clarkson University).
- Return the cross-registration form to the Registrar's office on the **home** campus.
- You will be registered as non-matriculated student at the host institution on a space-available basis and grades will be transcripted at the host institution. By your signature, you are allowing the host institution to send an official transcript to your **home** institution.

RESPONSIBILITIES

It is the **student's responsibility** to determine whether or not a particular cross-registered course satisfies the student's requirements for a major, a certificate or license, graduation, or other program specifications as appropriate. Before cross-registering, the student must carefully check with program advisors to be sure that the cross-registration choice is an appropriate one, and that all pre-requisites have been met.

Cross-registrants must satisfy the same course requirements or skill prerequisites as students from the host institution. Responsibility for determination of the adequacy of preparation of cross-registrants resides with the student and the student's academic advisor.

Cross-registrants must pay any special course fees or associated fees which are expected of students at the host institution.

Students are responsible for meeting all financial obligations at the host institution.

All students taking a course through cross-registration must abide by all appropriate attendance regulations, honor systems, parking regulations, etc. at the host institution.

In general, the associated colleges schedule different starting and ending dates and vacations. Students are individually responsible for arranging to keep up with course work despite calendar disjunctions and, in some cases, must arrange for food and lodging when residence halls at the home campus are closed.

Students must adhere to the host institution's policies and procedures for incompletes, withdrawals, pass/fail or adding or dropping a cross-registered class.

All students must abide by electronic communication policies at the host institution. Cross- registrants will be assigned various electronic accounts (email, moodle, student information systems) from the host institution that must be monitored. The email account provided by the host institution to the student must be monitored regularly as important instructions on policies and procedures may be communicated through that source. Cross-registering students will be required to check in to their course after registering by the deadline as directed in email. Failure to check in by the communicated deadline may result in late enrollment fees or other penalties.

It is the responsibility of the **advisor** at the home institution, and the appropriate chairperson at St. Lawrence University or Clarkson University, to approve only those courses for cross-registration that are not available or appropriate at the home institution.

TRANSCRIPTS

The Registrar of the **host** institution will send an official transcript to the Registrar of the **home** institution at the end of the semester if all financial obligations to the host institution have been met. When the transcript is submitted to the Registrar of the home institution the credit will be recorded as transfer credit.

Students seeking additional transcripts must request them from the host institution's registrar's office and must pay any applicable transcript fees.

FACULTY GUIDE TO CROSS-REGISTRATION

Cross-registration is an opportunity open to students, faculty and staff of the member institutions of the Associated Colleges of the St. Lawrence Valley. The program makes it possible for any matriculated full-time student or full-time staff member at one of the four colleges of the consortium to enroll in a course offered by another institution, improving the depth and variety of the academic programs available in the North Country. There is no charge to cross-register for courses as long as the individual meets the eligibility requirements. Cross-registrants do have to pay any special fees, such as fees for labs, application or registration.

Your role as instructor of the cross-registered class:

1. Students who cross-register into your class will be added as a non-matriculated student and will appear on your class roster. These students will be added no earlier than one week before classes begin thus giving your institution's students the opportunity to register for your course first.
2. If a course is full, cross-registering students will be notified, and will need your signature on an add-drop form to enroll in your class. An email sent to your Registrar will be accepted in lieu of an add-drop form.
3. Your signature will no longer be needed on the cross-registration form. The student's faculty advisor will ensure the student has met any pre-requisites needed for your course by signing the Cross-Registration form. (Students matriculated at St. Lawrence University and Clarkson University must also get the signature of the appropriate chairperson.)
4. Students will appear on your grade rosters and you will assign a grade during your normal grading process.
5. For every cross-registered student in your class, an official transcript will be sent to the student's home institution at the end of the semester and the student will receive transfer credit.

Your role as a student's faculty advisor:

1. As a faculty advisor, you must sign your advisee's cross-registration form to insure that the proposed course satisfies the student's program and credit-hour requirements, and that the student has met all course pre-requisites. A student should be advised to take the course at the home institution, and not to cross-register for a course, if there is an appropriate choice available. (Students matriculated at St. Lawrence University and Clarkson University must also get the signature of the appropriate chairperson.)

FOR FURTHER INFORMATION

SUNY Canton
Memorie Shampine
registrar@canton.edu
315-386-7042
www.canton.edu/registrar/
Campus map available at:
http://www.canton.edu/map/

SUNY Potsdam
Stephanie Claxton
registrar@potsdam.edu
315-267-2835
www.potsdam.edu/offices/registrar/index.cfm
Campus map available at:
http://www.potsdam.edu/about/visit/maps.cfm

Clarkson University
Jen Stokes
registrar@clarkson.edu
315-268-6451
www.clarkson.edu/sas/index.html
Campus map available at:
http://www.clarkson.edu/about/virtual_visit.html

St. Lawrence University
Lorie MacKenzie
registrar@stlawu.edu
315-229-5267
www.stlawu.edu/registrar/
Campus map available at:
http://www.stlawu.edu/campusmap/

Associated Colleges of the St. Lawrence Valley
Ben Dixon
acslv@potsdam.edu
315-267-3331
https://associatedcolleges.org/

TRANSLATION OF ST. LAWRENCE UNIVERSITY CREDITS
1 unit = 3.6 credit hours
.83 units = 3 credit hours1.66 units = 6 credit hours

vj 6/3/19