

Cross-Registration Form

PLEASE PRINT OR TYPE



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

Student ID #: _____ DOB: _____

Email address: _____ Gender: _____

Permanent Address:

Local Address: (where you live while in school)

Country: _____

Phone: _____ ☐ Home ☐ Mobile

Optional: Are you Hispanic or Latino?

☐ Yes ☐ No

Optional: Select one or more of the following races:

☐ Black or African American

☐ American Indian or Alaska Native

☐ Native Hawaiian

☐ Asian or Other Pacific Islander

☐ White

Required: Are you a US Citizen? ☐ Yes ☐ No (if no, complete the following):

Country of Citizenship: _____ Current Immigration Status: _____

Semester: Fall Spring Year: _____ **Level:** ☐ Undergraduate ☐ Graduate

Have you previously taken courses at the Host Institution?

☐ Yes ☐ No

Transcripts held at (HOME): ☐ SUNY Canton ☐ Clarkson ☐ SUNY Potsdam ☐ St. Lawrence

Registering for a course at (HOST): ☐ SUNY Canton ☐ Clarkson ☐ SUNY Potsdam ☐ St. Lawrence

HOST Institution course information

	Subject & Catalog #	Section #	Course Title	Credits
1.				
2.				

HOME Institution equivalent course information

	Subject & Catalog #	Credits	General Education / Common Experience Designation
1.			
2.			

☐ By checking this box, you agree that you have reviewed any pre-requisites required for enrollment in the class(es) listed above, and you confirm that you meet those pre-requisites.

⚠ The following 2 signatures are required for ALL students:

⚠ The following signatures MAY be required – see reverse

Student _____ Date _____

Course Instructor _____

Transfer Course Evaluator _____

Department Chair _____

Advisor/ROTC Program Chair _____ Date _____

Academic Dean/Provost _____

Home Institution Registrar's Office* _____ Date _____

*Certifies the student is enrolled full-time for the term in question.

Host Institution Registrar's Office _____

Enrolled: Y N Date: _____

email: _____ If no, reason: _____

Who signs, when?

- ⚠ The student requesting cross-registration and their academic advisor must always sign this form.
- ⚠ Clarkson students must also obtain the signatures of their academic department Chair, and the transfer course evaluator (this is the Chair of the department approving the transferability of the course).
- ⚠ St. Lawrence University students must also obtain the signature of their academic department Chair.
- ⚠ Students taking a course at St. Lawrence University must always obtain the instructor's signature.
- ⚠ For students participating in the ROTC program through cross-registration, the ROTC program chair will act as the sole signatory for approval to register in ROTC courses. The Host Institution will communicate successful enrollment into ROTC courses to the Home Institution at the start of each term.
- ⚠ Students who miss the add-deadline must follow both their Home Institution, and Host Institution's policies on late-adds, which often include obtaining additional signatures on the form. You can find those regulations online at the links below (you may also be required to pay a late-fee):

Questions: [Clarkson University](https://www.clarkson.edu/transfer/cross-registration) | [St. Lawrence University](https://www.stlaw.edu/transfer/cross-registration) | [SUNY Potsdam](https://www.sunypotsdam.edu/transfer/cross-registration) | [SUNY Canton](https://www.sunycanton.edu/transfer/cross-registration)
315-268-6451 315-229-5271 315-267-2154 315-376-3819

Instructions for Students

Cross-Registration is open only to full-time, matriculated students within the member institutions of the Associated Colleges of the St. Lawrence Valley. Eligible students may cross-register for a maximum of two (2) courses per academic year (fall and spring semesters only), totaling no more than 8 credits. Exceptions to this limitation may be made by the Host Institution. For a full list of rules and regulations governing Cross-Registration, please visit <https://associatedcolleges.org/services/cross-registration/>

Steps to Cross Register:

1. After a student has identified a course for which he/she wishes to cross register, the student must obtain any required signatures on the cross-registration form. This approval ensures that the course satisfies the student's program and credit-hour requirements, the course is unavailable at the home campus, and the student meets all course pre-requisites.
2. The completed Cross-Registration form must be returned to the Registrar's Office at the student's Home Institution.
3. **Cross-Registration is offered on a space-available basis only.** Students will be notified one week prior to the start of the class if space in the class is not available. In this case, the student may have the option of obtaining permission to enroll in the class from the course instructor by completing an add/drop form. The add/drop form can be obtained from, and should be returned to the Registrar's office at the Host institution.
4. At the completion of the course, the Host Institution will provide a transcript to the Home Institution (at no cost to the student) for transfer credit purposes.

In general, the institutions in the consortium schedule different start and end dates, and vacations. The student is responsible for arranging to keep up with coursework despite calendar disjunctions and, in some cases, must arrange for food and lodging when residence halls at their Home Institution are closed.

Students will be enrolled as part-time, non-matriculated students at the Host Institution, and must abide by the Host Institution's attendance regulations, honor systems, parking regulations, etc. Students must also adhere to the Host Institution's policies and procedures for incompletes, withdrawals, pass/fail, or adding or dropping a cross-registered class.