Employee Cross-Registration Form
PLEASE PRINT LEGIBLY

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

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

Employee ID #: _____ DOB: _____

Local Address: _____

Phone: _____ Email: _____ Gender: _____

Optional: Are you Hispanic or Latino? ☐ Yes ☐ No

Optional: Select one or more of the following races: ☐ American Indian or Alaska Native
☐ Black or African American   ☐ Asian or Other Pacific Islander
☐ Native Hawaiian   ☐ White

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

Country of Citizenship: _____ Current Immigration Status: _____

Employees should check with their Human Resources office to explore employee benefits before cross-registering.
To be eligible for Cross-Registration, employees must meet one of the following criteria. Please indicate which is most applicable:
☐ Employed full-time at one of the four Associated Colleges
☐ Employed full-time at one of the affiliated agencies (PACES, Associated Colleges, etc)
☐ Employed full-time through a combination of two or more part-time positions at eligible institutions/agencies*
☐ Faculty emeritus of one of the four Associated Colleges

Employed at: _____

Enrolling at: _____ **Are you Matriculated?** _____

Course level: _____

Cross Registration Semester: _____ **Year:** _____

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

HOME Institution equivalent course information (*complete only if matriculated at Institution other than Host*)

	Subject & Catalog #	Credits	GenEd/Common Experience designation
1.			
2.			

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

⚠ The following 2 signatures are required for ALL employees: ⚠ The following signatures MAY be required – see reverse

Academic Advisor _____

Course Instructor _____

_____ Transfer Course Evaluator _____
Employee   Date

Department Chair _____

_____ Academic Dean/Provost _____
Human Resources   Date

Employees should return this form (and any other applicable paperwork) to the Registrar's office at the institution at which they are employed.

_____   _____
Employer's Registrar's Office   *Date*   *Host Institution Registrar's Office*

Enrolled: Y N   Date: _____

email: _____   If no, reason: _____

Those who are requesting the cross-registration benefit because they are employed full-time through a combination of two or more qualifying part-time positions at different colleges or affiliated agencies should submit the cross-registration form to Associated Colleges for verification.

Who signs, when?

⚠️ The employee requesting cross-registration and their human resources office must always sign this form.

⚠️ Matriculated employees must also obtain the signature of their academic advisor.

⚠️ Employees taking courses at an institution *other than* where their transcripts are held should also obtain the signature of a transfer credit evaluator.

⚠️ Employees taking courses at St. Lawrence University must also obtain the course instructor's signature.

⚠️ Students who miss the add-deadline must obtain instructor permission to enroll, by having the course instructor sign the front of this form.

	Clarkson University	St. Lawrence University	SUNY Potsdam	SUNY Canton
Questions:	315-268-6451	315-229-5267	315-267-2943	315-386-7616

Instructions for Employees

Employees should check with their Human Resources office to explore employee benefits before cross-registering.

To be eligible, an individual must be a full-time employee at one of the four colleges of the Associated Colleges (SUNY Canton, Clarkson University, SUNY Potsdam, St. Lawrence University) or at one of the affiliated agencies whose employees have the same benefits as those employed by one of the four member colleges (i.e. SUNY Research Foundation, PACES, Canton College Association, Associated Colleges). Employees may qualify as full-time through two or more part-time positions at different colleges or affiliated agencies of the Associated Colleges.

Eligible employees may cross-register for a maximum of two (2) courses per academic year (Fall through the end of the following Summer), totaling no more than 8 credits. Exceptions to this limitation may be made by the institution offering the course.

For a full list of rules and regulations governing Cross-Registration, please visit https://associatedcolleges.org/services/cross-registration/

Steps to Cross Register:

1. If an employee is matriculated in a degree program, he/she must obtain the signed approval of his/her program advisor on the cross-registration form. *Employees matriculated at St. Lawrence University and Clarkson University must also obtain the signed approval of the appropriate chairperson.* Non-matriculated employees do not need such signatures.
2. Employees matriculated at Clarkson University must also obtain the signed approval of the chairperson of the department or school responsible for the subject of the course, if the employee is cross-registering in a course at one of the other member institutions.
3. Employees must obtain verification that they are eligible for the cross-registration benefit from their Human Resources office.
4. The completed Cross-Registration form (and any additional paperwork required by the employee's institution) must be returned to the Registrar's Office of the institution at which the individual is employed.
5. **Cross-Registration is offered on a space-available basis only**. Employees will be notified one week prior to the start of the class if space in the class is not available. In this case, the employee has the option of obtaining permission to enroll in the class from the course instructor, by completing an add/drop form from the institution at which they wish to enroll. The add/drop form can be obtained from, and should be returned to the Registrar's office at the school which is offering the course.

In general, the institutions in the consortium schedule different start and end dates, and vacations. The employee is responsible for arranging to keep up with coursework despite calendar disjunctions.

All employees taking a course at a host college must abide by all appropriate attendance regulations, honor systems, parking regulations, etc. at the host institution. Employees must also adhere to the host institution's policies and procedures for incompletes, withdrawals, pass/fail, or adding or dropping a cross-registered class.

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