

# 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 \_\_\_\_\_

Advisor/ROTC Program Chair \_\_\_\_\_ Date \_\_\_\_\_

Course Instructor \_\_\_\_\_

Transfer Course Evaluator \_\_\_\_\_

Department Chair \_\_\_\_\_

Academic Dean/Provost \_\_\_\_\_

Home Institution Registrar's Office\* \_\_\_\_\_ Date \_\_\_\_\_

Host Institution Registrar's Office \_\_\_\_\_

*\*Certifies the student is currently enrolled full-time or will obtain full-time status with the cross-registration course.*

Enrolled: Y N Date: \_\_\_\_\_

If no, reason: \_\_\_\_\_

email: \_\_\_\_\_

## 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) | [St. Lawrence University](https://www.stlaw.edu) | [SUNY Potsdam](https://www.sunypotsdam.edu) | [SUNY Canton](https://www.sunycanton.edu)  
315-268-6451      315-229-5267      315-267-2943      315-386-7616

## 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.