

EASTERN CONNECTICUT STATE UNIVERSITY CROSS REGISTRATION PROGRAM FORM

UNIVERSITY POLICY:

Students may benefit from taking a course unavailable at Eastern, but offered at another Connecticut State College or University (CSCU). Full-time students (must be registered for a minimum of 12 credits at Eastern) in good academic standing, who have paid their tuition in full, may be approved to take a course(s) at a participating institution, without additional tuition charges (does not include laboratory or other special fees). Participating institutions include other CSCU community colleges, state universities, and the University of Connecticut.

Credits received under these provisions will be treated as though they were earned at Eastern and will become a regular part of the student's transcript. Students must have a cumulative GPA of 2.7 or higher to take a total of 17.5-19.5 combined credits between Eastern and the participating institution. Credit totals exceeding 19.5 need special permission, and require an additional credit overload request. Please note that an additional per credit tuition fee applies to those credits in excess of 18 per semester.

It is the student's responsibility to request that an official transcript be forwarded to the **REGISTRAR'S OFFICE at Eastern**, immediately after completion of the course(s). **If the transcript is not received by the deadline date for incomplete grades, the final grade for the course(s) will become an "F."**

PROCEDURES:

- Complete the Cross Registration Program Form (including required signatures), and submit to the Academic Services Center (Library 109) for processing.
- Student will be given two copies of the form, if approved (one for student and one for college attending).
- Complete a Non-Degree Registration Form at the participating institution. Bring the form and your tuition receipt, verifying that you are enrolled at Eastern as a full-time student and have paid your tuition, to the Registrar's office of the participating institution.

COMPLETE THIS SECTION AND SUBMIT TO THE ACADEMIC SERVICES CENTER

Legal Name: _____ **Eastern ID:** _____ **Cell Phone:** _____

Participating Institution: _____ **Semester/Year you will enroll:** _____

Courses you plan to take at participating institution:

Subject/Course/Title of Course/#credits	Planned use: (LAC, Major, Minor, Elective) <i>Must specify LAC category and/or course</i>	Department Chair Signature <i>Required if course is for major or minor</i>

Note: You may be required to submit course descriptions if requested by department and/or Academic Services Center.

Reason you wish to participate in the Cross Registration Program:

- Course(s) not available at Eastern this term
 Course(s) never offered at Eastern
 Other _____

Faculty Advisor Signature

Date

Director/Associate Director, ASC

Date