



SOUTHWESTERN OHIO COUNCIL FOR HIGHER EDUCATION

Cross Registration Form

Complete this form according to the instructions provided on the back.

Date: _____

Term Requested: _____

Personal Information

Name: _____ Last Four of SSN: _____ Gender: _____
(Last) (First) (Middle Initial)

Home Institution Student ID: _____

Classification (circle one): **Freshman** **Sophomore** **Junior** **Senior** **Graduate** **Professional** Major & Minor (if applicable) _____

Local Mailing Address: _____ Telephone Day: _____

_____ Telephone Evening: _____

E-Mail Address: _____ Date of Birth: _____

U.S. Citizen? **Yes** or **No** If Ohio, County: _____

State of Residence: _____ If international, of which country are you now a citizen?: _____

Institutional Information (to be filled out by student)

Home Institution: _____ Home Contact Name: _____
Home Fax Number: (_____) _____

Host Institution: _____ Host Contact Name: _____
Host Fax Number: (_____) _____

Courses Requested *Enter all information for each course requested (availability depends upon offering and space)*

Dept. Prefix & Course #	Section	Day & Time	Credit Hours		Course Title	Instructor/Department Approval (If Required)
			Semester	Quarter		
Example HST 101	10	M,W,F 9:00am	3		Western Civilization	

I certify that the information furnished by me is true. I agree to abide by all rules, regulations, practices, and policies of the host institution while enrolled. I authorize the host institution to send a transcript of the cross registration course grades to my home institution.

Student's Signature: _____ Date: _____

Approvals

I certify that the above named student has the approval of the home institution listed above, is in good standing and is currently enrolled. The courses requested, if successfully completed will be applicable to the student's degree program.

Academic Advisor (Home Institution) Date

Host Instructor/Department (if required) Date

Home Institution Cross Registration Coordinator Date

Host Institution Cross Registration Coordinator Date

NOTE. The "home institution" is the SOCHE institution where a student is currently enrolled in a program for which academic credit is awarded (the definition of a "program" shall be determined by the home institution), and the "host institution" is the SOCHE institution where a student would like to attend a course through cross registration.

Eligibility Criteria Checklist

- ' In **good academic standing** as defined by the home institution and meets all eligibility requirements set by home institution.
- ' Credit hours taken at host institution may not exceed credit hours being taken at home institution.
- ' Requested courses not available during term at home institution, and is not a non-credit continuing education course, workshop or seminar.
- ' Meets prerequisites (if any) for requested course(s), as defined by host institution.
- ' Meets all deadlines.
- ' Has obtained required approvals from home and host institutions.

Student's Cross Registration Procedure

- A. The form is available for printing at http://www.soche.org/cr_application.pdf. You may also obtain a Cross Registration Form from home institution's cross registration or registrar's office. Complete the first three sections.
- B. Students must bring an unofficial copy of their transcript at the time of registration at the host institution.
- C. Verify that the course requested is offered at host institution. Identify whether enrollment restrictions or prerequisites apply for the requested course(s) offered by host institution. Consult with home institution academic advisor to determine eligibility for cross registration.
- D. Complete requested sections of the Cross Registration Form and have academic advisor sign it (if required).
- E. Consult with home institution's cross registration liaison to determine host institution's registration procedure and have coordinator sign the Cross Registration Form. The registration liaison will then direct you to the appropriate office to obtain the approval of the host institutions. If the host institution course instructor or department approval is required, the student may be directed to obtain the required signatures. Once the registration process is completed, the host institution will fax the form back to the home institution and SOCHE.
- F. Once all approvals have been obtained, the host institution's cross registration coordinator will register the student for the approved course(s) on a space-available basis after host institution's regularly enrolled or continuing students have had first priority for registration. The host institution's cross registration coordinator will inform the student of approval and registration status. Tuition must be paid to home institution when due. However, special fees (lab, parking, equipment lease, etc.) must be paid to host institution.
- G. Student must abide by all host institution policies and schedules regarding grades, exam dates, absences, drop/add/withdrawal, etc. Changes in cross registration must be approved by both institutions' cross registration coordinators.

SOCHE Cross Registration Participating Member Institutions: Air Force Institute of Technology, Antioch University, Capital University, Cedarville University, Central State University, Clark State Community College, Edison Community College, Kettering College, Miami-Jacobs Career College, Miami University-Middletown, Sinclair Community College, Southern State Community College, Union Institute & University, United Theological Seminary, University of Dayton, Urbana University, Wilberforce University, Wilmington College, Wittenberg University, Wright State University.