

About SOCHE

The Southwestern Ohio Council for Higher Education (SOCHE) is a not-for-profit consortium of twenty colleges and universities, one foundation, and two corporations. In 1967, eleven of these members formed the consortium to promote service and inter-institutional cooperation; to hold conferences for representatives of the teaching and research faculty and staff, library and administrative staff; to serve as a clearinghouse for the exchange of information; to conduct cooperative education programs in teaching, research, enrichment of student life; and to foster lectures, concerts, and exhibits. The mission continues today.

Introduction

Cross Registration is a program of the Southwestern Ohio Council for Higher Education (SOCHE) to allow students who are degree-seeking and/or participating in certification programs access to academic opportunities not available at their own institutions. Students attending colleges and universities within SOCHE may register for courses that are applicable to their degree or certification program offered by other SOCHE institutions. Generally all classes, including those offered through distance education, are open subject to space availability and completion of prerequisites, and with permission of the host institution. Courses categorized as workshops are not available for cross registration. In general, the desired course(s) must not be offered at the student's home institution during the term in which the student desires to enroll. Students must adhere to the cross-registration guidelines established at each SOCHE-member institution.

Eligibility

Student Enrollment

1. Degree-seeking students, who are in good academic standing (as determined by the home institution), may take courses through SOCHE Cross Registration. Students are subject to enrollment and eligibility requirements as determined by the host institution.
2. Full-time faculty and staff members at member institutions who are enrolled in degree or specific certification programs at a SOCHE institution may cross-register.

Number of Credits/Courses

1. In a given term, students are limited to cross registering at the host institution for half or less than their total host/home course load. In most cases, this means no more than two courses.
2. While completing the undergraduate degree or certificate program, students from two-year institutions may cross-register for courses at other four-year SOCHE member institutions. Students are limited to cross-registering for a maximum of two upper level courses (300 level and above).
3. Students enrolled in undergraduate (two or four-year) institutions may cross-register for up to a maximum of two graduate level courses at other SOCHE-member institutions (subject to approval by the host institution).

Registration Procedures

At Home Institution

1. Students can obtain information on courses offered at other institutions by visiting each institution's website. For assistance in locating such information, consult the SOCHE website and go to the prospective host institution's web page. Course registration information includes course offerings, contact information, registration times, and other information on prerequisites and fees.
2. Students must receive appropriate approval from the home institution (i.e., their academic advisor) to take selected course(s).
3. The student initiates the Cross Registrations process in the Registrar's Office of the home institution. The student completes the Cross Registration Form, and any other forms required by the home institution, at that time.
4. The Cross Registration Form must be signed by a designated SOCHE liaison or designee in the home institution's Registrar's Office.

At Host Institution

1. Students should contact the host institution to determine if space is available in the course(s).
2. After approval has been granted at the home institution, the student takes the approved Cross Registration Form to the host institution, and completes course registration according to the host institution's policies and deadlines.

Additional Procedures

Status Change

1. Any class adds must be completed for both the home and host institutions, following their respective procedures.
2. Any class drops must be completed within the host institution's deadlines and procedures.

Grades/Transcripts

1. After completion of the class(es), an official grade report is mailed from the student's host institution to the home institution and becomes part of the student's permanent record.
2. The manner in which SOCHE classes are transcribed (e.g., whether a grade transfers, or whether a course counts as residency) at the home institution is at the discretion of that institution. Students should refer to their home institution's policies on accepting grades from Cross Registration courses.
3. Quarter hours are converted to semester hours, and vice versa, as appropriate to the student's home institution, according to the home institution's conversion formula.

Tuition and Fees

1. Tuition is paid at the home institution by the advertised deadline, as part of normal term tuition. No additional tuition is paid to the host institution.
2. Students are responsible to the host institution for any special or extra fees (i.e., technology fees, lab fees, etc.) that are a part of the courses taken.