



# Cross-Registration Regulations for Employees

Updated July 2016

## **PREFACE**

Cross-registration is a cooperative program designed to expand the educational opportunities available to the students and employees of the four universities of the Associated Colleges of the St. Lawrence Valley consortium. It provides any full-time matriculated student or full-time employee at a member college the opportunity to enroll in a course offered by another member college which will improve the depth and variety of the student's academic program.

Cross-registration for undergraduates was initiated in the spring of 1971 and expanded to full-time graduate students and full-time staff in January of 1976. Since that time, cross-registration has enabled thousands to take advantage of courses available at the four member universities: Clarkson University, SUNY Canton, SUNY Potsdam, and St. Lawrence University.

## **DEFINITIONS**

**Home institution for employees:** The college or affiliated agency at which the employee is employed.

**Host institution for employees:** The college at which the employee wishes to take a course through cross-registration.

## **AVAILABLE COURSES**

Eligible employees may cross-register for a maximum of **two courses** per academic year for a total of no more than 8 credits. The academic year begins in late August with the Fall semester and runs through the end of the subsequent summer term.

Employees may cross-register for fall semester, spring semester or summer term courses. Winter and quarter term courses are not eligible for cross-registration. Cross-registration cannot be used for non-credit courses.

Cross-registration in any course is provided on a **space available basis**, as of one week before classes begin at the host institution. A sufficient number of the host institution's students must enroll in a course to warrant its offering. The host institution's students will be given priority in those courses that become fully subscribed. Cross-registered students will be admitted after all host institution students have had the opportunity to register for the course.

Individual courses may be excluded from cross-registration by each institution.

## **COST**

In accordance with the tuition benefits of the employee's home institution, there is no cost to the employee to cross-register for courses as long as the individual meets the eligibility requirements. Cross-registration is limited to **two courses** per academic year for a total of no more than 8 credits, and cannot exceed the tuition benefit limitations of the employee's home institution.

The employee does pay any special fees, such as fees for labs, application or registration.

## **ELIGIBILITY**

To cross-register, an individual must be:

- ☐ A full-time employee at one of the four colleges of Associated Colleges (Clarkson University, St. Lawrence University, SUNY Canton, or SUNY Potsdam);
- ☐ A full-time employee at one of the affiliated agencies whose employees have the same benefits as those employed by one of the member colleges (i.e. SUNY Research Foundation, PACES, Canton College Association, Associated Colleges of the St. Lawrence Valley);
- ☐ Employed full-time through a combination of two or more part-time positions at different colleges or affiliated agencies of the Associated Colleges; or
- ☐ Faculty emeritus of one of the four colleges of the consortium.

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 of the Associated Colleges should submit the cross-registration form to the Associated Colleges of the St. Lawrence Valley for verification. To be considered in this category, hourly and professional staff must be employed at least 37.5 hours per week in total. Responsibilities for faculty in this category must equate to a full-time load at any one of the universities.

Employees should check with their Human Resources office to explore employee benefits. Eligibility must be approved by the Human Resources department of the home institution before cross-registering.

Cross-registrants must follow all employer procedures and regulations.

## **SPECIAL AGREEMENTS**

Approval for cross-registration above the yearly maximum of two courses is automatically granted when individuals are enrolled under a formal curricular agreement (Art Education Certification, student teaching programs) for programs which requires a greater amount of cross-registration.

A member college teaching assistant, graduate assistant, or fellow who carries less than a full course load may cross-register if they would be eligible for free course enrollment at the college of employment.

Teachers from public schools using tuition waivers from SUNY Potsdam or St. Lawrence University may cross-register regardless of full-time or part-time status.

Independent Scholars of the Associated Colleges may cross-register, but are generally expected to audit courses.

## **EXCEPTIONS**

The chief academic officer (or designee) of the **host** institution may make exceptions to the limitations on the number of credits or courses granted to individual students.

Exceptions to the two course limit are highly unusual. Exceptions will be granted only in situations in which

- a change in the normal rotation of courses makes it impossible for a student to complete course pre-requisites and/or follow the normal succession of courses required for program completion
- a family or health emergency has made it impossible to take advantage of cross-registration in the previous academic year.

Requests for exceptions to the two course limit for either of these two reasons may be presented in writing to the designated officer at the host institution.

### **Clarkson University**

Charles Thorpe, Senior Vice President and Provost, [cthorpe@clarkson.edu](mailto:cthorpe@clarkson.edu), 315-268-6738

### **St. Lawrence University**

Karl Schonberg, Vice President and Dean of Academic Affairs, [kschonberg@stlawu.edu](mailto:kschonberg@stlawu.edu), 315-229-5991

### **SUNY Canton**

Douglas Scheidt, Provost and Vice President of Academic Affairs, [scheidtd@canton.edu](mailto:scheidtd@canton.edu), 315-386-7202

### **SUNY Potsdam**

Bette Bergeron, Provost and Vice President for Academic Affairs, [bergerbs@potSDam.edu](mailto:bergerbs@potSDam.edu), 315-267-2108

## **EMPLOYEE CROSS-REGISTRATION PROCEDURES**

There is a special [form](#) for employee cross-registration and it is available on the web at <http://www.associatedcolleges.org/services/crossregistration.htm>. Complete instructions are included on the form. Those unable to access the form online may contact their Registrar's office or the Associated Colleges office (267-3331 or [acslv@potSDam.edu](mailto:acslv@potSDam.edu)) for a copy.

In the case of employees that are matriculated in a program, the signed approval of the employee's advisor is required to ensure that the course satisfies credit and program requirements. **It is the employee's responsibility to determine if the cross-registration course will satisfy requirements for graduation, a license or certificate, or other program requirements as appropriate, and that he/she has met all course pre-requisites.**

The completed form is returned to the Registrar of the **home** institution **as soon as possible**. Those who are full-time employees through a combination of two or more qualifying part-time positions at different colleges or affiliated agencies of the Associated Colleges (see definitions on page 4) should submit the cross-registration form to the Associated Colleges of the St. Lawrence Valley. The Associated Colleges office will forward the completed form to the transcribing college for processing.

Delays in returning the form may result in serious complications with grade reports.

Employees must also contact their Human Resources office to complete any tuition benefit paperwork at their home institution.

## Accommodative Services

Those who need accommodative services should contact the appropriate office at their home institution.

- ☑ Complete an employee cross-registration form which can be found [online](#).
- ☑ Discuss the course with your advisor and the appropriate chairperson at St. Lawrence University or Clarkson University and obtain signatures on the form.
- ☑ Obtain the approval and signature of the appropriate Human Resources representative at the home institution.
- ☑ Complete any tuition benefit paperwork required by the home institution's Human Resources office.
- ☑ Return the cross-registration form to the Registrar's office on the **home** campus [or to the Associated Colleges of the St. Lawrence Valley if you are a full-time employee through two or more-part-time positions. (See definition on page 3.)]
- ☑ You will be registered as a non-matriculated student (unless you have been matriculated into a degree granting program) at the host institution and grades will be transcribed at the host institution. By your signature, you are allowing the host institution to send an official transcript to your home institution.
- ☑ It is the employee's responsibility to determine if the cross-registered course will satisfy graduation or other program requirements as appropriate and that all pre-requisites for the course have been met.

## **RESPONSIBILITIES**

It is the **employee's responsibility** to determine whether or not a particular cross-registered course satisfies the requirements for a certificate or license, graduation, or other program specifications as appropriate. Before cross-registering, the employee must carefully check with program advisors to be sure that the cross-registration choice is an appropriate one, and that all pre-requisites have been met.

Cross-registrants must satisfy the same course requirements or skill prerequisites as students from the host institution. Responsibility for determination of the adequacy of preparation of cross-registrants resides with the employee and his/her academic advisor.

Cross-registrants must pay any special course fees or associated fees which are expected of them at the host institution.

Cross-Registrants are responsible for meeting all financial obligations at the host institution.

Cross-registrants must abide by all appropriate attendance regulations, honor systems, parking regulations, etc. at the host institution.

In general, the associated colleges schedule different starting and ending dates and vacations. Cross-registrants are individually responsible for arranging to keep up with course work despite calendar disjunctions.

Cross-registrants must adhere to the host institution's policies and procedures for incompletes, withdrawals, pass/fail or adding or dropping a cross-registered class.

All students must abide by electronic communication policies at the host institution. Cross-registrants will be assigned various electronic accounts (email, moodle, student information systems) from the host institution that must be monitored. The email account provided by the host institution to the student must be monitored regularly as important instructions on policies

and procedures may be communicated through that source. Cross-registering students will be required to check in to their course after registering by the deadline as directed in email. Failure to check in by the communicated deadline may result in late enrollment fees or other penalties.

It is the responsibility of the **advisor** at the home institution, and the appropriate chairperson at St. Lawrence University or Clarkson University, to approve only those courses for cross-registration that are not available or appropriate at the home institution.

### **TRANSCRIPTS**

The Registrar of the **host** institution will send an official transcript to the Registrar of the **home** institution at the end of the semester. When the transcript is submitted to the Registrar of the home institution the credit will be recorded as transfer credit.

Matriculated faculty/staff transcripts should be held at the school where they are matriculated so normal tracking procedures may be followed, unless otherwise requested. Non-matriculated employees can determine where they want individual courses transcribed, allowing non-matriculated faculty/staff to be transcribed in several places at once. However, courses being counted toward a degree should all be at one institution.

### **USE OF TUITION WAIVERS FOR PUBLIC SCHOOL PERSONNEL**

St. Lawrence University's and SUNY Potsdam's Education Departments issue waivers to public school personnel for supervision of student teachers and school personnel interns. These tuition waivers can be used to take courses at any of the four colleges through cross-registration.

**NOTE: Only tuition waivers issued by St. Lawrence University and SUNY Potsdam may be used for courses taken through cross-registration. Tuition waivers issued by other SUNY institutions may be used at SUNY Potsdam or SUNY Canton according to their regulations, but may not be used at St. Lawrence University or Clarkson University.**

When using a tuition waiver, the person taking the course registers as if the institution that granted the tuition waiver is the **home** institution, regardless of where the person may be matriculated. For example, if a public school teacher is matriculated at SUNY Potsdam, but has a tuition waiver from St. Lawrence University, they may use the tuition waiver to take a course at SUNY Potsdam. However, for that semester, the teacher registers at St. Lawrence University as the home college.

Where courses taken through cross-registration are to be applied toward a degree or license it is the student's responsibility to seek appropriate advisement concerning applicability.

### **STUDENTS USING WAIVERS MUST REGISTER THROUGH THE SCHOOL ISSUING THE WAIVER**

Students using waivers will be asked to submit the tuition waiver form and a completed cross-registration form. Students will be liable for any registration fees.

#### **Key Points**

1. Cross-registration forms are returned to the Registrar of the college issuing the tuition waiver.

2. Individuals using tuition waivers need not be matriculated at either St. Lawrence University or SUNY Potsdam in order to use a tuition waiver.
3. Credits are registered at the institution issuing the tuition waiver. A request for a transcript to be sent to the matriculating college should be made of the school issuing the waiver.  
If any certification is involved, this must be done prior to submission of materials to BOCES or the State.

## **FACULTY GUIDE TO CROSS-REGISTRATION**

Cross-registration is an opportunity open to students, faculty and staff of the member institutions of the Associated Colleges of the St. Lawrence Valley. The program makes it possible for any matriculated full-time student or full-time employee at one of the four colleges of the consortium to enroll in a course offered by another institution, improving the depth and variety of the academic programs available in the North Country. There is no charge to cross-register for courses as long as the individual meets the eligibility requirements. Cross-registrants do have to pay any special fees, such as fees for labs, application or registration.

Your role as instructor of the cross-registered class:

1. Students/employees who cross-register into your class will be added as a non-matriculated student and will appear on your class roster. These cross-registrants will be added no earlier than one week before classes begin, thus giving your institution's students the opportunity to register for your course first.
2. If a course is full, cross-registrants will be notified, and will need your signature on an add-drop form to enroll in your class. An email sent to your Registrar will be accepted in lieu of an add-drop form.
3. Your signature will no longer be needed on the cross-registration form. The cross-registrant's faculty advisor will ensure that he/she has met any pre-requisites needed for your course by signing the Cross-Registration form. (Students matriculated at St. Lawrence University and Clarkson University must also get the signature of the appropriate chairperson.)
4. Cross-registrants will appear on your grade rosters and you will assign a grade during your normal grading process.
5. For every cross-registrant in your class, an official transcript will be sent to his/her home institution at the end of the semester and he/she will receive transfer credit.

Your role as a faculty advisor:

1. As a faculty advisor, you must sign your advisee's cross-registration form to insure that the proposed course satisfies his/her program and credit-hour requirements, and that he/she has met all course pre-requisites. Cross-registrants should be advised to take the course at the home institution, and not to cross-register for a course, if there is an appropriate choice available. (Students matriculated at St. Lawrence University and Clarkson University must also get the signature of the appropriate chairperson.)

## For Further Information

SUNY Canton  
Memorie Shampine  
[registrar@canton.edu](mailto:registrar@canton.edu)  
315-386-7042  
[www.canton.edu/registrar/](http://www.canton.edu/registrar/)  
Campus map available at:  
<http://www.canton.edu/map/>

SUNY Potsdam  
Stephanie Claxton  
[claxtosc@potdam.edu](mailto:claxtosc@potdam.edu)  
315-267-2835  
[www.potsdam.edu/offices/  
registrar/index.cfm](http://www.potsdam.edu/offices/registrar/index.cfm)  
Campus map available at:  
<http://www.potsdam.edu/about/visit/maps.cfm>

Clarkson University  
Karen Burkum  
[registrar@clarkson.edu](mailto:registrar@clarkson.edu)  
315-268-6451  
[www.clarkson.edu/sas/index.html](http://www.clarkson.edu/sas/index.html)  
Campus map available at:  
[http://www.clarkson.edu/about/  
virtual\\_visit.html](http://www.clarkson.edu/about/virtual_visit.html)

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[www.stlawu.edu/registrar/](http://www.stlawu.edu/registrar/)  
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<http://www.stlawu.edu/campusmap/>

Associated Colleges of the St. Lawrence Valley  
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315-267-3331  
<http://www.associatedcolleges.org/index.html>

### TRANSLATION OF ST. LAWRENCE UNIVERSITY CREDITS

1 unit = 3.6 credit hours

.83 units = 3 credit hours  
1.66 units = 6 credit hours