



Cross-Registration Form

Acceptance of this registration is contingent upon satisfaction of the regulations of the Associated Colleges and individual institutions. Students and employees may cross-register for a maximum of two courses per year. An Academic year includes fall, spring and summer.

Student Information

Student ID No. _____ Name (Last, First, MI.) _____

Local Address _____ Student's Email _____

Local Telephone _____ - _____ Birthdate ____/____/____ Social Security No. _____ | _____ | _____
(If different from Student ID #)

- I am: Public school personnel with transcripts held at: St. Lawrence Potsdam
- A full-time matriculated undergraduate student at: Clarkson St. Lawrence Canton Potsdam
- A full-time matriculated graduate student at: Clarkson St. Lawrence Canton Potsdam
- A faculty/staff member at: Clarkson St. Lawrence Canton Potsdam Associated Colleges

My transcripts are held at: Clarkson St. Lawrence Canton Potsdam

If faculty/staff, are you matriculated? Yes No

REGISTRATION IS ON A SPACE AVAILABLE BASIS ONLY

Course Information (One course per form)

I am cross-registering to: Clarkson St. Lawrence Canton Potsdam

Last semester I was a student at: Clarkson St. Lawrence Canton Potsdam

I am registering for:	
SEMESTER	YEAR
Fall	_____
Spring	_____
Summer	_____

Course Dept. & Number _____ Course Name _____

Section Number _____ Days & Times _____ Credit Hours _____

If you are Cross-Registered as part of one of the following programs, please indicate which:

- 3-2 Engineering:** Clarkson/Potsdam **4+1 MBA:** Potsdam/Clarkson
 Clarkson/St. Lawrence Clarkson/St. Lawrence
- 2+2 Engineering:** Clarkson/Canton **N-6 Certification:** St. Lawrence/Potsdam
Art Certification: Potsdam/St. Lawrence

Authorization

Student's Signature | Date

Advisor's or Dept. Chair's Signature
(For students matriculated at SLU, both are required)

Print Instructor's Name | Date

Dean of Graduate Students (if needed)

Instructor's Signature | Date

Print Instructor's E-mail

RETURN ALL COPIES PROMPTLY TO YOUR REGISTRAR

Cross-registration is open only to full-time matriculated undergraduate and graduate students and full-time staff members within the member institutions of the Associated Colleges of the St. Lawrence Valley.

Eligible students and staff may register for a maximum of two (2) courses per academic year. Exceptions to this limitation may be made by the institution offering the course.

Instructions

1. After a student has identified courses for which he/she wishes to cross-register, the student must obtain the signed approval of his/her program advisor. Students matriculated at St. Lawrence University must also obtain the signature of the appropriate chairperson. This ensures that the course satisfies the student's program and credit-hour requirements and that the course is unavailable at the home campus.
2. Next, the student must obtain the signature of the instructor of the course to ensure that space is available and that all prerequisites are met. **CROSS-REGISTERED STUDENTS ARE ADMITTED TO A COURSE ON A SPACE AVAILABLE BASIS ONLY.**
3. Graduate students must also obtain the signed approval of the Dean of Graduate Studies of the school offering the course.
4. All copies of the completed form must be returned to the Registrar of the institution at which the student is officially enrolled or employed.
5. In general, the institutions in the consortium schedule different starting and ending dates and vacations. The student is responsible for arranging to keep up with course work despite calendar disjunctions, and, in some cases, must arrange for food and lodging when dormitories on the home campus are closed.
6. Students must adhere to their home school's policies for incompletes, withdrawals, pass/fail or adding or dropping a cross-registered class.

All students taking a course on a campus other than their own must abide by all appropriate attendance regulations, honor systems, parking regulations and the like at the receiving institution.

*Please check the full description of Cross-Registration regulations and procedures, available from the Registrars' offices or Associated Colleges, Merritt Hall, SUNY Potsdam.

Distribution of Copies:

WHITE—Home institution YELLOW—Associated Colleges PINK—Host institution GOLDENROD—Retained by student