



Cross-Registration Regulations

Cross-registration regulations as of October 2010

PREFACE

Cross-registration is a cooperative program designed to expand the educational opportunities available to the students and staff of the four colleges of the 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 many to take advantage of courses available at the four member colleges: SUNY Canton, Clarkson University, SUNY Potsdam and St. Lawrence University.

DEFINITIONS

Home institution for students: The college at which the student is enrolled as a full-time student.

Home institution for employees: The college or affiliated agency at which the employee works full-time.

Host institution for students: The college to which the student wishes to cross-register.

Host institution for employees: The college to which the employee wishes to cross-register.

AVAILABLE COURSES

Eligible students and staff may cross-register for a maximum of **two courses** per year. A year extends from late August through the end of summer school in the following year. For example, courses in Summer School 2011 could be taken by an eligible student only if that student has **not** taken two classes via cross-registration in Fall Semester 2010 and/or Spring Semester 2011.

Eligible students and staff may cross-register for courses that are not available at their home institution. The advisor at the home institution is responsible for directing a student to take a course at the home institution when appropriate rather than through cross-registration.

Cross-registration in any course is provided on a **space available basis** and is subject to the approval of the course instructor. A sufficient number of home students must enroll in a course to warrant its offering. Home 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.

Cross-registration cannot be used for non-credit courses. Winter term courses are not eligible for cross-registration.

It is the **student's responsibility** to determine whether or not a particular course satisfies the student's requirements for a major, a certificate or license, or graduation. Before cross-registration, the student/staff member must carefully check with program advisors to be sure that the cross-registration choice is an appropriate one.

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

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.

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COST

Tuition is paid to the student's home school under the policies of that institution. If cross-registration credits result in a course load requiring additional tuition charges at the home school, the student is responsible for those charges just as if the cross-registered credits were home school credits.

There is no charge to cross-register for courses as long as the individual meets the eligibility requirements. **A student does have to pay any special fees**, such as lab fees, fees for registration or transcript fees.

ELIGIBILITY

To cross-register, an individual must be:

- full-time matriculated undergraduate student
- a full-time graduate student
- a full-time employee at one of the four colleges of Associated Colleges (SUNY Canton, Clarkson University, SUNY Potsdam, St. Lawrence University)
- 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)
- employed full-time through a combination of two or more part-time positions at different colleges or affiliated agencies of Associated Colleges*
- faculty emeritus of one of the four colleges of the consortium

Employees should check with their Human Resources office to explore employee benefits before cross-registering.

Conditions and limitations for undergraduate and graduate students:

Full-time undergraduate status is defined by the home institution, but full-time may not be less than 12 credit hours (cross-registered credits included) for any fall/spring semester. The determination of full-time status, then, takes cross-registration credits into account. For example, a student registered at College #1 for nine credits (or the equivalent) may cross-register to College #2 for three credits (a total of twelve credits) and maintain full-time status.

Full-time graduate status is as defined by the home institution.

All non-credit courses and all winter term courses are excluded from cross-registration. Additional individual courses may be excluded from cross-registration by each institution.

Each host institution retains the right to deny cross-registration privileges to individual students.

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 Associated Colleges should submit the cross-registration form to Associated Colleges for verification. *To be considered in this category hourly and professional staff must be employed at least 38.5 hours per week. Responsibilities for faculty in this category must equate to a full-time load at any one of the universities.

SUMMER SCHOOL AND CROSS-REGISTRATION

Cross-registration may be used in summer school. **To be eligible to use cross-registration in summer school, a student must:**

- Have been a full-time student during at least one semester of the preceding academic year at one of the four colleges of the consortium, and
- Be registered as a full-time summer school student as defined by the registrar of the home (summer) campus (i.e. the campus that is registering the student for the summer session)

The cross-registration summer school credits are counted as resident credit at the home (summer) college. The student will be charged tuition by the home (summer) institution for all credits according to its summer school policies.

Cross-registration students are admitted on a **space available basis only**. In general, each institution determines a minimum enrollment for summer courses, which does not count cross-registered students. Home students must be admitted first and are the only ones counted toward the minimum required enrollment.

Courses taken in the summer session are part of the academic year just completed. If a student or staff member has taken two courses through cross-registration in the fall and spring semesters prior to the summer session, the student is **not** eligible for cross-registration for that summer.

Students may **not** use cross-registration in the summer **prior to full time enrollment**.

EXCEPTIONS

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.

Special Agreements

Cross-registration beyond the yearly maximum of two courses is automatic when students are enrolled under a formal curricular agreement (Art Education Certification, student teaching programs) which provides for a higher level of cross-registration.

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.

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PROCEDURES

There is a special form for cross-registration and they are available from any registrar's office, from the Associated Colleges office (267-3331 or acslv@potdam.edu) or on the web at associatedcolleges.org. Complete instructions are included on the form.

The signed approval of the student's or staff member's advisor is **required** to ensure that the course satisfies credit and program requirements. **It is the student's responsibility to determine if the cross-registration course will satisfy requirements for graduation, a license or certificate, or other program requirements as appropriate.**

Students matriculated at St. Lawrence University must also get the signature of the appropriate chairperson.

The signature of the course instructor is **required**. The instructor may ask a cross-registered student or staff member to wait until all students on the host campus are enrolled, as cross-registration is provided on a **space available basis only**. The instructor must also determine if the student or staff member meets prerequisites.

Graduate students must obtain the signature of the Dean of Graduate Studies at the **host** institution.

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 Associated Colleges. Associated Colleges will forward the completed form to the transcribing college for processing.

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

In general, the colleges schedule different starting and ending dates and vacations. Students are individually responsible for arranging to keep up with course work despite calendar disjunctions and, in some cases, must arrange for food and lodging when residence halls at the home campus are closed.

All students taking a course at a host college must abide by all appropriate attendance regulations, honor systems, parking regulations, etc. at the host institution. Students must adhere to their home school's policies and procedures for incompletes, withdrawals, pass/fail or adding or dropping a cross-registered class.

Accommodative Services

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

PROCEDURES

Instructions for Students:

- ❑ Pick up cross-registration form in registrar's office on **home** campus.
- ❑ Discuss the course with advisor and obtain signature on the form.
- ❑ Obtain the signature of the instructor **on the first day of class** so instructor can determine if there is space and if all pre-requisites have been met.
- ❑ Return cross-registration form to the registrar's office on **home** campus or to Associated Colleges if you are a full-time employee (see definition on page 3) through two or more qualifying part-time positions.
- ❑ The course will be billed as though it were a course from the **home** institution.
- ❑ Grades will be sent to the **home** registrar's office and will be transcribed as though they were the **home** institution's grades.
- ❑ It is the student's responsibility to determine if the cross-registered course will satisfy graduation or other program requirements as appropriate.

RESPONSIBILITIES

It is the **student's** responsibility to ensure that the cross-registered course will satisfy requirements for graduation, licensure or certification, or other program specifications as appropriate.

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

All students taking a course at a host college must abide by all appropriate attendance regulations, honor systems, parking regulations, etc. at the host institution. Students are individually responsible for arranging to keep up with course work despite calendar disjunctions and, in some cases, must arrange for food and lodging when residence halls at the home campus are closed.

Students must adhere to their home school's policies and procedures for incompletes, withdrawals, pass/fail or adding or dropping a cross-registered class.

It is the responsibility of the **advisor** at the home institution to approve only those courses for cross-registration that are not available or appropriate at the home institution.

Cross-registration in any course is provided on a **space available basis** and is subject to the approval of the course instructor. A sufficient number of home students must enroll in a course to warrant its offering. Home students will be given priority in those courses that become fully subscribed.

Cross-registrants must satisfy the same course requirements or skill prerequisites as students from the home institution. Responsibility for determination of the adequacy of preparation of cross-registrants resides with the course instructor of the host institution.

The chief academic officer (or designee) of the host institution may grant extensions over the usual limitations on the number of courses that a student or staff member takes in a year through cross-registration for unusual or extenuating academic circumstances. See page 5 for contact information.

GRADE REPORTS

The registrar of the **home** institution will send the appropriate forms to the registrar of the **host** institution for distribution to instructors for grade reporting. When a grade is submitted to the registrar of the home institution the credit will be recorded as resident credit but will be noted as having been taken at a member college.

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. The credits may be transferred at a later date as needed for resident credit.

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 as resident credits 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.

EMPLOYEE CROSS-REGISTRATION

Cross-registration is a cooperative program designed to expand the educational opportunities available to students and employees of the four colleges of the 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 to improve the depth and variety of an approved academic program. Cross-registration for employees was initiated in 1976.

To be eligible, an individual must be a **full-time employee** at one of the four colleges of the Associated Colleges (SUNY Canton, Clarkson University, SUNY Potsdam, St. Lawrence University) or at one of the affiliated agencies whose employees have the same benefits as those employed by one of the four member colleges (i.e. SUNY Research Foundation, PACES, Canton College Association, Associated Colleges). Employees may qualify as full-time through two or more part-time positions at different colleges or affiliated agencies of the Associated Colleges. (See definition on page 3.)

There is no cost to cross-register for courses as long as the individual meets the eligibility requirements. An employee does pay any special fees, such as lab fees, fees for registration or transcripts, etc. Cross-registration in any course is on a **space available basis** and is subject to the approval of the instructor offering the course.

Eligible employees may cross-register for a maximum of **two courses** per year. The year extends from fall semester to the end of the following summer school. For example, courses in Summer School 2011 could be taken by an eligible employee only if that person had not taken two classes via cross-registration in Fall Semester 2010 and/or Spring Semester 2011. The chief academic officer (or designee) may grant exceptions to the limit of two classes at the host institution for unusual or extenuating academic circumstances. See page 5 for contact information.

Employee cross-registrants must meet the same course requirements and prerequisites as any other student. Cross-registrants must follow all employer procedures and regulations. Employees should check with their Human Resources office to explore employee benefits before cross-registering. Those who are requesting the cross-registration benefit because they are full-time employees due to two or more part-time positions at different colleges or affiliated agencies of the Associated Colleges, (see definition on page 3) should submit the cross-registration form to Associated Colleges for verification.

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.

Accommodative Services

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

Instructions for Employees:

- ❑ Pick up cross-registration form in registrar's office on **home** campus.
- ❑ Discuss the course with advisor and obtain signature on the form.
- ❑ Obtain the signature of the instructor **on the first day of class** so instructor can determine if there is space and if all pre-requisites have been met.
- ❑ Return cross-registration form to the registrar's office on **home** campus or to Associated Colleges if you are a full- time employee through two or more-part-time positions. (See definition on page 3.)
- ❑ The course will be billed as though it were a course from the **home** institution.
- ❑ Grades will be sent to the **home** registrar's office and will be transcribed as though they were the **home** institution's grades.
- ❑ It is the employee's responsibility to determine if the cross-registered course will satisfy graduation or other program requirements as appropriate.

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 staff member 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 lab fees or fees for registration or transcripts.

Your role as a faculty member

1. Cross-registration is on a **space available** basis. Students wishing to cross-register **into** a class you teach are **required** to have your signature as the instructor. However, you are not required to admit the student. All students from your institution who wish to take your course should be admitted **before** a cross-registered student is admitted. Generally, cross-registration forms should not be signed until the first day of classes so that you can gauge enrollment.
2. As a faculty advisor, you must sign your advisee's cross-registration form to insure that the proposed course satisfies the student's program and credit-hour requirements. A student should be advised to take the course at the home institution, not to cross-register for a course, if there is an appropriate choice available.
3. Names of cross-registered students **will not appear on class rosters** issued by your registrar's office, nor should you ever add them to official records. Grade rosters are provided to you by the student's home institution.
4. For your sake, please **keep track of both names and total number** of students cross-registered into your classes.
5. Institutional academic calendars and grading systems differ. Therefore, the grade rosters sent to you by the student's home institution may arrive on different schedules. Faculty grading cross-registration students are requested to do so on the system of the student's **home** school. The systems are explained when the rosters are sent.
6. The consortium institutions vary in the existence and use of mid-term grades:
 - A. Clarkson University will request mid-term grades of Satisfactory or Unsatisfactory for its students who are cross-registered to other institutions.
 - B. St. Lawrence University will send a roster to be returned with only the names of those students achieving below a 2.0.
 - C. SUNY Potsdam will send instructions to access online rosters for each Potsdam student cross-registered, with a request that grades be submitted only for those Potsdam students achieving below a 2.0.
 - D. SUNY Canton will send a roster with a request for a mid-term grade for each cross-registered student.

7. Please **return all mid-term and final grade rosters promptly to your registrar.** He or she will make any needed notations and pass the rosters to the student's home institution.

For Further Information

SUNY Canton

Pamela Enser

registrar@canton.edu

386-7042

www.canton.edu/registrar

Campus map available at:

http://www.canton.edu/university_police/pdf/campus_map.pdf

Clarkson University

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268-6451

www.clarkson.edu/sas/master/

Campus map available at:

http://www.clarkson.edu/about/virtual_visit.html

SUNY Potsdam

Ramona Ralston

registrar@potsdam.edu

267-2154

www.potsdam.edu/offices/registrar/index.cfm

Campus map available at:

<http://www.potsdam.edu/about/visit/maps.cfm>

St. Lawrence University

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229-5267

www.stlawu.edu/registrar/

Campus map available at:

<http://www.stlawu.edu/campusmap/>

Associated Colleges of the St. Lawrence Valley

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TRANSLATION OF ST. LAWRENCE UNIVERSITY CREDITS

1 unit = 3.6 credit hours

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