

SOUTHWESTERN OHIO COUNCIL FOR HIGHER EDUCATION

Cross Registration Application

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

Date: _____

Term Requested: _____

1. Personal Information

Name: _____ Social Security No: _____ Gender: _____
(Last) (First) (Middle Initial)

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

Local Mailing Address: _____ Local Telephone: _____

Work/Cell Telephone: _____

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?: _____

2. Institutional Information

Home Institution: _____ School/Division: _____

Host Institution: _____ Have you ever applied to and/or attended the host institution? _____ When? _____

3. 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 9:00 a.m.	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 there. I authorize the host institution to send a transcript of the cross registration course grades to my home institution.

Student's Signature: _____ Date: _____

4. 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

SOCHE Cross Registration Application

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NOTE. The "home institution" is the SOCHE institution at which 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 at which 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 meet all eligibility requirement set by home institution.
- Are currently enrolled at home institution in at least one course at the undergraduate, graduate, or professional level in a program for which academic credit is awarded (the definition of a "program" shall be determined by the home institution).
- Requested course not available during semester at home institution, and is not a non-credit continuing education course, workshop or seminar.
- Meet prerequisites (if any) for requested course, as defined by host institution.
- Meet all application deadlines.
- Have obtained required approvals from home and host institutions

Student's Cross Registration Procedure

- A. Obtain a Cross Registration Application from home institution's cross registration coordinator or registrar's office. The form is also available for printing at <http://www.soche.org/crossregform.pdf>. Complete the first three sections.
- B. 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. Complete the Course(s).
- C. Requested section of the Cross Registration Application and have academic advisor sign it.
- D. Consult with home institution's cross registration coordinator to determine host institution's registration procedure and have coordinator sign the Cross Registration Application. A registration coordinator will forward the application to the host institution and request approval for cross registration. If the host institution course instructor's or department's approval is required, the student may be directed to obtain the required signatures.
- E. 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 by the home institution. However, special fees (lab, parking, equipment lease, etc.) must be paid to host institution.
- F. 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: Antioch College and McGregor, Capital University-Dayton Center, Cedarville University, Central State University, Clark State Community College, Edison Community College, Kettering College of Medical Arts, Miami-Jacobs College, Sinclair Community College, Southern State Community College, The Union Institute, United Theological Seminary, University of Dayton, University of Phoenix – Dayton/Troy Center, Urbana University, Wilberforce University, Wilmington College, Wittenberg University, Wright State University.