REGISTRATION GUIDELINES FOR CROSS REGISTERED STUDENTS
FROM ORANGEBURG-CALHOUN TECHNICAL COLLEGE AND CLAFLIN UNIVERSITY

1. Forms for Cross registering students will be accepted from December 10-14, 2012 for Spring 2013.
2. No Cross Registration Forms will be accepted after December 14, 2012.
3. Cross registering students will be registered on Wednesday, January 16, 2013 from 8:30 am – 1:00 pm. Only those students will be registered for classes and on a space available basis.
4. All students will be contacted and instructed to pick up schedules and/or notified if classes are not available. No cross registration will be held after 1:00 pm on Wednesday, January 16, 2013.
5. Cross registered students must be in good standing academically, registered as a full time student, and paid full-time tuition at their home institution.
6. At the time of registration, students must submit a completed and approved cross-registration form and a copy of the class schedule from the home institution. A copy of the student driver’s license is also required to prove US citizenship.
7. Students must be a legal resident of South Carolina. Out-of-state students who wish to enroll must pay the difference between the in-state and out-of-state tuition fees at the time of registration.
8. Students may register for one (1) free class or maximum of 4 hours, if lecture and lab required, per semester provided the course is not offered at the home institution.
9. Special fees such as laboratory fees, application processing fee (if applicable) and registration fees must be paid to the host institution prior to being registered for classes. Book fees must be paid at the time of purchase in the College Bookstore.
10. All cross registration students must adhere to class attendance and academic policies established by the host institution.

REMINDER: Grades are recorded, transcripted and are sent back to the home institution at the end of the term by the host institution. No transcripts will be mailed to the home institution if a balance is owed to the host institution.