

## CROSS REGISTRATION FORM



Please Print Clearly:

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For students at South Carolina and NOTE: This form must be used be courses are taken under the "tuition" tuition.	y all stude	nts of the in	nstitutions lis	ted above w	vho wish t	o cross-registe	r, whether or not the	
Home Institution						Host Institution Campus ID		
Host Institution				Term		Term	Year	
Personal Data							•	
Name (Last, First, M.I.)	SSN (required)			Campus ID (required)				
Date of Birth Ca	•	Program/Major						
Classification  FRESHMAN SOI	PHOMOR	E D <sub>J</sub>	UNIOR [	SENIC		Telephone N	umber	
Mailing Address (Street)			City			State, Zip Code		
Have you attended the host institution before?  f you have attended under a different name, where the course course (S)  Course Prefix			nat was tha	Class or Section Cred		Home	Home Campus Academic Affairs Office	
Example: English Composition	CRN 1234	ENG	Number 150	Number 01	Hour 3.0	s (compai	(comparable course number)  ENG 101	
1.	1201		150	U1	5.0		1444 101	
2.						1		
Total hours approved by Advisc at the host institution:	r to be tak	en C	Chairperson					
I hereby authorize my grades for at the end of the semester. The Student's Signature	above info	ormation p	rovided by r	ne is true.				
Signatures of Approval (Student INSTITUTION REGISTRALE Student is registered in will not pay is or is not a resident.	dent is rec R/DEAN: credit hou full tuitior	quested to	o follow app HC *Reg nst. *Ho	oroval sequent of the	uence 1, UTION RI original co ends second unce Office)	2, 3, 4, 5 an EGISTRAR/DE py (provides phodicopy to home	nd 6)	
Home Institution Registrar	2.14	Date	5.	Host Instit	tution Acad	emic Affairs	Date	
Home Institution Academic Affairs	Officer	Date	5.	Host Instit	tution Finai	nce Officer	Date	
Home Institution Finance Officer		Date	6.	Hoet Inctit	hution Decid	ofnan	Date	



Cross Registration Policies/Procedures
Between
South Carolina State University, Claflin University
and Orangeburg-Calhoun Technical College
(CHEC - Community Higher Education Council)

## Cross-Registration Policies

- 1. Full-time undergraduate students may participate:
  - a. if they are in good standing at their home institution, and
  - b. if they have paid full-time tuition and fees to their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus), and
  - c. provided the course(s) at the host institution is/are <u>not</u> offered concurrently at the home institution (i.e., not offered at all or not offered at a reasonably scheduled time), and
  - d. if they meet the prerequisite requirements of the host institution, etc., and
  - e. if the required approvals are obtained.
- 2. Part-time students will pay regular per-credit tuition and fees charges directly to the institution at which the course is taken.
- 3. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus.
- 4. Special fees such as laboratory fees and book fees, must be paid to the host institution and are not covered under cross-registration policy.
- 5. All courses taken at the host campus will be transcripted and sent to and recorded by the home institution. Grades will not be included by the home institution in academic calculations. A minimum grade of "C" is required for transfer for all major, minor and approved elective courses. Also, specified courses in the General Education Curriculum (GEC).
- 6. Credit for work completed at other institutions by State University students will not be accepted for transfer if the student has previously been enrolled in an equivalent course in the University.
- 7. Any exception to these policies must be approved in writing by the Vice President of Academics of both the home and the host institutions.
- 8. Cross-Registration does not apply to Summer School.
- 9. A limit of one course per term or a maximum of 4 credits (Lecture and Lab) will be approved for cross-registration.
- 10. Registration for host students will be accepted during the late registration period ONLY.
- 11. Students taking courses outside the CHEC Agreement are subject to the regular transient student guidelines.

## Instructions to the Student

- 1. Complete the Cross-Registration Form on the reverse side. Please print clearly.
- 2. Make sure that have your Chairperson's approval and that your home Registrar approves this form before taking it to the Dean and Registrar of the host institution.
- 3. When you register at the host institution, remember that you must pay any special fees, such as laboratory fees, to the Finance Office.
- 4. You must abide by policies and schedules of the host institution regarding grades, exam dates, absences, withdrawal guidelines, etc.

Revised 03/16/18