



REGISTRATION GUIDELINES FOR CROSS REGISTERED STUDENTS
FROM SOUTH CAROLINA STATE AND CLAFLIN UNIVERSITIES

1. Registration for cross registered students for Spring 2019 will be held on Friday, January 4, 2019 from 9:00 am – 12:00 noon. Students may register for classes during these times **only** and on a space available basis.
2. Cross registered students must complete an application for admission if they have not been enrolled at the host institution within the past year. New applicants will be responsible for payment of the \$25.00 registration fee and the \$60 enrollment fee.
3. Students are required to see the college registrar to complete the application process and register for classes. **No registration will be held after 12:00 noon on Friday, January 4.**
4. Cross registered students must be in good standing and have registered as a full time student and paid full-time tuition at their home institution.
5. At the time of registration, students must submit a completed and approved cross-registration form and a copy of the student schedule from the home institution. A copy of the student driver's license is also required to prove US citizenship and/or South Carolina residency.
6. 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.
7. Students may register for one (1) free class per semester (excluding Summer) provided the course is not offered at the home institution and on a space available basis. All cross registered students will be assessed a \$25.00 registration fee and \$60 enrollment fee payable prior to being registered for classes.
8. 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.
9. All cross registration students must adhere to class attendance policies established by the host institution.
10. Classes begin Monday, January 7, 2019.
11. If you are a graduating senior, it will be your responsibility to notify your instructor and ask that final grades be posted prior to the scheduled deadline. You will also need to notify the college registrar at the host institution to have your final transcript mailed to the home institution prior to graduation.

REMINDER: Grades are transcribed at the host institution and mailed to the home institution at the end of the term to be included in academic calculations. No transcripts will be mailed to the home institution if a balance is owed to the host institution.