

## UNDERGRADUATE CROSS-REGISTRATION FORM

*To be completed in accordance with the policies and procedures on the reverse of this form.*

<p><b>Student Information</b></p> <p>Student's Full Name: _____</p> <p>Home Campus Student ID Number: _____</p> <p>Host Campus Student ID Number: _____</p> <p>Current Local Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____ Email: _____</p> <p>Major (if any): _____</p> <p>Level:   <input type="checkbox"/> Fresh.   <input type="checkbox"/> Soph.   <input type="checkbox"/> Jr.   <input type="checkbox"/> Sr.   <input type="checkbox"/> Other: _____</p> <p>Sex:   <input type="checkbox"/> Male   <input type="checkbox"/> Female   <input type="checkbox"/> Other</p> <p>Birthdate (MM/DD/YY): ____/____/____</p> <p>Home Campus Name: _____</p> <p>Host Campus Name: _____</p>	<p><b><u>Participating Institutions:</u></b></p> <p>Bushnell University Corban University George Fox University Lewis &amp; Clark College Linfield University Pacific University Reed College University of Portland Warner Pacific University Western Seminary Willamette University</p> <p style="text-align: center;"><i>All of the above colleges and universities are on the semester calendar system.</i></p>
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<b>Course Student Wishes to Take at Host Campus</b>		
Dept: _____ <small>(e.g. SOC)</small>	No: _____ <small>(e.g. 101)</small>	Title: _____ <small>(e.g. Introduction to Sociology)</small>
Term/Year: _____	<input type="checkbox"/> Semester or <input type="checkbox"/> Quarter	Credits: _____
Instructor's Name: _____		
Days Taught: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat		
Course Meeting Time: _____	Beginning Date: ____/____/____	Ending Date: ____/____/____
Briefly describe why you wish to sign-up for this course:		
<p>I understand that enrollment in this course is dependent on the approval of both the home and the host campus, and that I must abide by the host campus policies on such matters as class attendance, grading and add/drop procedures, deadlines, standards of conduct, parking regulations, etc. I authorize my home campus to share certain demographic information that may be required by the host campus. I authorize release of my academic records to my home campus.</p>		
Signature of Student: _____		Date: ____/____/____

<b>Approvals</b>	
Home Campus Advisor: _____	Date: ____/____/____
Home Campus Registrar: _____	Date: ____/____/____
Host Campus Registrar: _____	Date: ____/____/____
<b>Completion</b>	
Host Campus Registrar: _____	Date: ____/____/____

## **CROSS-REGISTRATION POLICIES**

- A. Students enrolled full-time at the home Alliance institution may be eligible to take a maximum of one undergraduate course per term at another Alliance campus. The course must be transferrable to the student's home institution.
- B. No additional tuition will be charged for the cross-registered course by either institution, except that:
  - a. if the home institution has an "overload" tuition policy, it may charge additional tuition if the course is taken on an "overload" basis, or
  - b. the host campus may charge special course fees (e.g. laboratory fees), if such fees apply to all students enrolled in the course.
- C. Students may not cross-register for a course that is offered on their own campus unless legitimate scheduling conflicts prevent taking it.
- D. Approval of both the home and host campus registrars is mandatory.
- E. Cross-registered students are permitted on a "space available" basis. The host campus has the right to ensure that all of its own students have had an opportunity to enroll before accepting cross-registrants. Further, institutions have the right to exclude cross-registration in certain programs.
- F. Students are bound by host campus policies on such matters as auditing, class attendance, grading and add/drop procedures, deadlines, library use, standards of conduct, examinations, parking regulations, etc.
- G. Students wishing to drop or withdraw from a cross-registration course must have approval of both home and host campus registrars and complete all appropriate forms, particularly at the host campus.
- H. Exceptions to these policies must have approval of both campus registrars.

## **REGISTRATION PROCEDURES**

1. Student consults with home campus academic advisors and registrar to determine the potential course's appropriateness and applicability to his/her academic programs, and to verify course availability and host campus registration deadlines.
2. Student obtains cross-registration form, completes all items, and secures "Approvals" signatures from home campus advisor and home campus registrar.
3. Student carries the completed form to host campus registrar, secures host campus registrar's "Approval" signature, and completes any host campus registration procedures.
4. Host campus registrar (1) gives the student a copy of the approved/completed form, (2) sends a copy of the approved/completed form to home campus registrar, and (3) retains the original approved/completed form.
5. Host campus instructor reports grade to host campus registrar.
6. Host campus registrar reports grade to home campus registrar by signing the "Completion" section of the original form and sending an official host campus transcript with the original, full-signed form to the home campus registrar.
7. Home campus registrar adds transcript information to student's permanent academic record and retains original, full-signed form for Alliance end-of-year report.

Questions regarding the above policies or procedures may be directed to:



8215 SW Tualatin Sherwood Road, Suite 200  
Tualatin, OR 97062  
503.342.0004  
info@oaicu.org