



# Cross Registration Form

## Student Information

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Birthdate (MM/DD/YY): \_\_\_/\_\_\_/\_\_\_ Sex: Female Male Non-Binary  
 Current Local Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Major (if any): \_\_\_\_\_  
 Level: Fresh Soph. Jr. Sr. Grad. Other: \_\_\_\_\_  
 Home Campus: \_\_\_\_\_ Home Campus ID # \_\_\_\_\_  
 Host Campus: \_\_\_\_\_ Host Campus ID # \_\_\_\_\_

## Course Information

Dept: \_\_\_\_\_ No: \_\_\_\_\_ Title: \_\_\_\_\_  
 Term/Year: \_\_\_\_\_ Credits: \_\_\_\_\_ Semester or WU Units  
 Instructor Name: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_  
 Days Taught: Sun Mon Tue Wed Thu Fri Sat  
 Meeting Time: \_\_\_\_\_ Beginning Date: \_\_\_/\_\_\_/\_\_\_ Ending Date: \_\_\_/\_\_\_/\_\_\_

**Briefly describe why you wish to sign-up for this course:**

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 release of my academic records to my home campus.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

## Office Use Only

**Approvals**  
 Home Campus Advisor: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 Home Campus Registrar: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 Host Campus Registrar: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Completion**  
 Host Campus Registrar: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## **Cross Registration Policy**

1. Students must be enrolled full-time at their home institution to be eligible to enroll in a maximum of one course per semester at the other institution. The course must be transferable to the student's home institution and applicable to their degree program.
2. Students may not cross-register for a course that is also offered at their home institution unless legitimate scheduling conflicts prevent it.
3. No additional tuition will be charged to the student for the cross-registered course, 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 per that institution's overload policy, or
  - b. The host institution may charge special course fees (e.g. laboratory fees), if such fees apply to all students enrolled in the course.
4. Cross-registered students are permitted on a "space available" basis.
5. WU instructors of undergraduate courses may require CST students to perform or submit additional course assignments as they deem appropriate, since CST students will receive graduate-level credit for the course.
6. Students are advised that enrolling as a cross-registrant in their final semester may necessarily delay their graduation since grading deadlines may vary between institutions.
7. Students wishing to drop or withdraw from a cross-registered course must have the approval of both the home and host institution registrars and complete all appropriate forms.
8. Willamette University students may optionally enroll in a 1 semester hour Religious Studies course at Willamette University to supplement their learning from Claremont School of Theology. Please consult the Religious Studies department for more information.

## **Cross Registration Procedures**

1. Student consults with their home institution academic advisor(s) and registrar to determine the potential course's appropriateness and applicability to their academic program(s).
2. Student secures approval signatures from home institution advisor, home institution registrar, and host institution course instructor.
3. Student submits the completed form to the host institution registrar for their approval signature and completes the host institution registration procedures.
4. Host institution registrar:
  - a. Gives the student a copy of the approved/completed form.
  - b. Sends a copy of the approved completed form to the home institution registrar.
  - c. Retains the original approved/completed form.
5. Host institution course instructor reports final course grade to host institution registrar.
6. Host institution registrar reports final course grade to home institution registrar by sending an official transcript with the original, approved/completed cross-registration form to the home institution registrar.
7. Home institution registrar adds transcript information to the student's permanent academic record according to their policy and retains the official transcript and cross-registration form according to their record retention policy.