

# SOUTHWESTERN OHIO COUNCIL FOR HIGHER EDUCATION Cross Registration Change of Enrollment/ Withdrawal/ Drop Form

*Complete this form according to the instructions provided on the back.*

Date \_\_\_\_\_

Term Requested \_\_\_\_\_

## ➤ Personal Information

Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Last Four of SSN \_\_\_\_\_ Gender \_\_\_\_\_

Add  Drop

Home Institution Student ID \_\_\_\_\_

Classification (circle one) **Freshman** **Sophomore** **Junior** **Senior** **Graduate** **Professional**

Major & Minor (if applicable) \_\_\_\_\_

Local Mailing Address \_\_\_\_\_

Telephone Day \_\_\_\_\_

\_\_\_\_\_

Telephone Evening \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

U.S. Citizen? **Yes** or **No** State of Residence \_\_\_\_\_ If Ohio, County \_\_\_\_\_

Disability Services Required? **Yes** or **No**

If international, of which country are you now a citizen? \_\_\_\_\_

If yes, what services are needed? \_\_\_\_\_

## ➤ Institutional Information (to be filled out by student)

Home Institution \_\_\_\_\_ Home Contact Name \_\_\_\_\_

Home Phone Number ( ) \_\_\_\_\_ Home Email \_\_\_\_\_

Home Fax Number ( ) \_\_\_\_\_

Host Institution \_\_\_\_\_ Host Contact Name \_\_\_\_\_

Host Phone Number ( ) \_\_\_\_\_ Host Email \_\_\_\_\_

Host Fax Number ( ) \_\_\_\_\_

## ➤ Courses Requested (Enter all information for each course requested - (availability depends upon offering and space))

| Dept. Prefix & Course # | Section | Day & Time   | Credit Hours |         | Course Title         | Instructor/Department Approval (If Required) |
|-------------------------|---------|--------------|--------------|---------|----------------------|--|
|                         |         |              | Semester     | Quarter |                      |  |
| <b>EXAMPLE</b>          |         |              |              |         |                      |  |
| HST 101                 | 10      | M,W,F 9:00am | 3            |         | Western Civilization |  |
|                         |         |              |              |         |                      |  |
|                         |         |              |              |         |                      |  |

I certify that the information furnished by me is true. I agree to abide by all rules, regulations, practices, and policies of the host institution while enrolled. I authorize the host institution to send a transcript of the cross registration course grades to my home institution.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ➤ Approvals

I certify that the above named student has the approval of the home institution listed above, is in good standing and is currently enrolled. The courses requested, if successfully completed will be applicable to the student's degree program.

Academic Advisor (Home Institution) \_\_\_\_\_ Date \_\_\_\_\_

Host Instructor/Department (if required) \_\_\_\_\_ Date \_\_\_\_\_

Home Institution Cross Registration Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Host Institution Cross Registration Coordinator \_\_\_\_\_ Date \_\_\_\_\_

*NOTE. The "home institution" is the SOCHE institution where a student is currently enrolled in a program for which academic credit is awarded (the definition of a "program" shall be determined by the home institution), and the "host institution" is the SOCHE institution where a student would like to attend a course through cross registration.*

### **Eligibility Criteria Checklist**

1. In **good academic standing** as defined by the home institution and meets all eligibility requirements set by home institution.
2. Credit hours taken at host institution may not exceed credit hours being taken at home institution.
3. Requested courses not available during term at home institution, and is not a non-credit continuing education course, workshop or seminar.
4. Meets prerequisites (if any) for requested course(s), as defined by host institution.
5. Meets all deadlines.
6. Has obtained required approvals from home and host institutions.
7. Course applies to degree program for enrollment.

### **Student's Cross Registration Procedure**

1. The form is available for printing at [http://www.soche.org/cr\\_application.pdf](http://www.soche.org/cr_application.pdf). You may also obtain a Cross Registration Form from home institution's cross registration or registrar's office. Complete the first three sections.
2. Students must bring an unofficial copy of their transcript at the time of registration at the host institution.
3. Verify that the course requested is offered at host institution. Identify whether enrollment restrictions or prerequisites apply for the requested course(s) offered by host institution. Consult with home institution academic advisor to determine eligibility for cross registration.
4. If disability services are needed, the accommodation plan must be arranged before the approval.
5. Complete requested sections of the Cross Registration Form and have academic advisor sign it (if required).
6. Consult with home institution's cross registration liaison to determine host institution's registration procedure and have coordinator sign the Cross Registration Form. The registration liaison will then direct you to the appropriate office to obtain the approval of the host institutions. If the host institution course instructor or department approval is required, the student may be directed to obtain the required signatures. Once the registration process is completed, the host institution will fax the form back to the home institution and SOCHE.
7. Once all approvals have been obtained, the host institution's cross registration coordinator will register the student for the approved course(s) on a space-available basis after host institution's regularly enrolled or continuing students have had first priority for registration. The host institution's cross registration coordinator will inform the student of approval and registration status. Tuition must be paid to home institution when due. However, special fees (lab, parking, equipment lease, etc.) must be paid to host institution.
8. Students must abide by all host institution policies and schedules regarding grades, exam dates, absences, drop/add/ withdrawal, etc. Changes in cross registration must be approved by both institutions' cross registration coordinators.
9. Both institutions must be notified and the drop must occur at the host institution.

**SOCHE Cross Registration Participating Member Institutions:** Air Force Institute of Technology, Antioch College, Antioch University Midwest, Cedarville University, Central Michigan University, Central State University, Cincinnati State, Clark State Community College, Edison Community College, Kettering College, Kettering Foundation, Miami University Regionals, Ohio University, Sinclair Community College, Southern State Community College, Union Institute & University, University of Cincinnati, University of Dayton, Urbana University, Wilberforce University, Wilmington College, Wittenberg University, Wright State University, GC3 member institutions (excludes summer term).