Pennsylvania College of Technology

Procedure Statement

Title: Cross Registration

Number: PR 4.12

Approved by:
Presidential Action

Approved Date: 09/1983
Last Review Date: 09/2022
Last Revision Date: 09/2022

Persons/Departments Affected:
Registrar, Students, Admissions

Responsible Department:
Registrar

Procedure:

I. Student

A. Obtains a *Cross-Registration Request Form* from their home institution's Registrar's Office and completes the personal and course request portions of the form. In addition, the student must secure written permission from the home institution's academic advisor and Registrar. Approval from the host institution's Registrar must also be obtained.

B. Reports to the host institution's Registrar's Office when the *Cross-Registration Request Form* has been completed and all the required signatures have been affixed.

II. Host Institution's Registrar

A. Verifies that the *Cross-Registration Request Form* is complete and accurate. If all entries are in order, the following steps will be completed:

1. Assure that a seat is available in the section(s) the student is requesting.

2. Require student to submit a non-degree application to the host institution's Admissions Office so that the student's data can be entered on the Student Master File. (Lycoming College students participating in cross-registration will be identified with a curriculum code of "LY.")

3. Schedule student for course(s) requested on the *Cross-Registration Request Form.*

4. File a copy of the *Cross-Registration Request Form,* in addition to all relevant documents with the Bursar and Financial Operations. This information will be placed in the student's folder as well as in the current semester's cross-registration file folder.

III. Student

Reports to the home institution's Registrar's Office with copy of the completed *Cross-Registration Request Form*.

IV. Home Institution's Registrar

A. If all entries on the *Cross-Registration Request Form* are correct, the following steps will be completed:

1. Copy of the *Cross-Registration Request Form* is given to the student.

2. Establish a meaningful course code for each of the host institution's courses to be entered on the Master Schedule file if it does not already exist.

3. Schedule student for course(s) requested on the *Cross-Registration Request Form*.

4. File a copy of the *Cross-Registration Request Form,* in addition to all relevant documents with the Bursar and Financial Operations. This information will be placed in the student's folder as well as in the current semester's cross-registration file folder.

V. Student

Reports to home institution's Registrar if requesting to add/drop or terminate from any class(es).

VI. Home Institution's Registrar

A. The changes in a student's schedule (add/drop/termination) will be processed in the same fashion as regular student enrollment actions with the following additions:

1. A copy of the *Drop/Add Form* will be forwarded to the host institution's Registrar so that the proper adjustments may be made.

2. A copy of the *Drop/Add Form* will be filed in the current semester's cross-registration file folder.

VII. Host Institution's Registrar

At the semester's end, the Registrar of the host institution will send the final grade to the home institution.

VIII. Home Institution's Registrar

A. Assigns grades to the transcript for cross-registered courses.

Revision History:

Date: 09/2022 Updated to match current practice.
Date: 05/2019 Reviewed for accuracy. No revisions.
Date: 08/2017 Removed Chief Academic Officer from required permissions
Date: 11/2014 Added non-degree application submission; modified list of offices to receive cross-registration request form
Date: 12/2001

Cross References:

Cross Registration Policy, P 4.12