



THE COUNCIL OF
INDEPENDENT COLLEGES

CIC Consortium for Online Humanities Instruction

Cross-Registration Student Guidelines

Home Institution = the institution where you are matriculated. **Host Institution** = the institution you are seeking to take additional courses with.

Students should consider courses taken through this program are the same as any other course taken at the home institution – tuition is paid for at the home institution, the student will receive a grade that counts in GPA calculations like any other course and the course will appear on their home transcript. They ‘attend’ the host institution according to published dates and pay any required course and institution ‘fees’ at the host institution.

1. You must be a full-time matriculated student and take at least one-half of your semester credits at your home institution in order to waive tuition at the host institution.
2. You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) you register for meet the requirements of your degree.
3. Please NOTE: even if you have the permission of the instructor or have satisfied all pre-requisites necessary for enrollment at the host institution, you must still complete the registration process through the appropriate office at both institutions to be considered officially registered in a course.
4. Registration dates and deadlines vary by college. You are responsible for contacting the host institution for registration related dates and deadlines.
5. You will be responsible for the attendance and academic requirements of the course at the host institution even if home and host calendars do not coincide.
6. Your signature on the Cross-Registration Agreement is considered approval for the host institution to exchange enrollment, grade, and financial information with your home institution.
7. Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time). Please consult your Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.
8. You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s).

9. Your signature on the Cross-Registration Agreement indicates your agreement to abide by all regulations imposed by the host institution. In addition the host institution may apply rules and regulations to incoming students as it deems necessary (e.g., restrictions on classes based on seat availability).
10. Home institution students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
11. Mini-semester, Winter Term, and Summer Session are not covered by the Cross-Registration agreement.
12. All course-related fees at the host institution in excess of tuition are the responsibility of the student (e.g., lab fees).
13. Please be advised that if you drop below full-time in total between your home & host institution, you may be liable for tuition and fees at both institutions.
14. Registration is the responsibility of the student. You must work with your home representative to confirm the appropriate processing of your form, and enrollment completion at the host institution.
15. Once grades have been assigned for a term, the host institution will send an official transcript to the home institution at no charge to the student. Grade information can be shared by phone between school representatives prior to the distribution of transcripts. (If necessary).

How to process your Cross-Registration:

1. Seek advisement from your home institution on the courses you wish to take.
2. Obtain the signature of your academic advisor/chair/Dean (discretion of home institution).
3. Obtain the signature of the appropriate official at the home institution responsible for Cross-Registration (Registrar, etc.).
4. Registrar at the Home Institution will forward the registration form to the CIC coordinator, who will work with host institution to register the student. Once done, they will inform the student that the process has been completed.
5. The student is responsible for notifying BOTH schools should they decide to drop the class. Drop rules at the home institution determine transcript grades. Host institutions have the discretion to handle drops as they determine to be appropriate.

Signed agreement forms can be transmitted by .pdf to kgannon@cic.nche.edu