



PLEASE PRINT LEGIBLY

Last Name: _____ First Name: _____ Middle Initial: _____

*Social Security #: _____ - _____ - _____ Student ID#: _____ DOB: ____/____/____

**Personal student information is treated confidentially and consistent with the Family Educational Rights and Privacy Act (FERPA), the NYS Cyber Security Policy P03-002: Information Security Policy, and is compliant with NYS General Business Law Section 399-ddd.*

E-mail Address: _____

Permanent Address: _____	County: _____
City: _____	State: _____ Zip: _____ Phone: _____
Local Address: _____ County: _____	

Cross-Registration Semester: Fall: ____ Spring: ____ Year: 20____
 Have you previously cross-registered at host institution? Yes ____ No ____

Have you ever been convicted of a felony? Yes ____ No ____
 Have you ever been dismissed/suspended from a college for disciplinary reasons? Yes ____ No ____

Name of SUNY Home Institution: _____

Name of SUNY Host Institution: _____

SUNY Host Institution Course# and Section#	SUNY Host Institution Course Title	SUNY Host Institution Credit Hours (limit six (6) credits)	SUNY Home Institution Course Equivalency – to be completed by the home institution.	Credit Hours at SUNY Home Institution

All Signatures below are REQUIRED

I have read and understood the terms and conditions of this cross-registration agreement (on the reverse side). By signing I give permission for the Host institution to share course information with the Home institution. I am also aware that enrollment changes may impact my eligibility for financial aid for the current term and/or future terms. I will consult my Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

Student Signature: _____ **Date:** _____

Advisor/Chair/Dean Signature (discretion of home campus): _____

The above student is in good academic standing and is expected to be a full-time student for the term in question. I recommend approval of this request based on the course equivalents and credit hours above.

Home Institution Signature: _____ **Title:** _____ **Date:** _____

Host Institution Signature: _____ **Title:** _____ **Date:** _____

Denied: _____ Reason: _____
 Initials: _____ Initials: _____
 Date: _____ Date: _____
 HOME ID: _____ HOST ID: _____

Processed By Home Institution
 Processed By Host Institution

SUNY Cross-Registration Student Guidelines for Full-Time Undergraduate Students (fall and spring)

Home Institution = the institution where you are matriculated.

Host Institution = the institution you are seeking to take additional courses with.

1. You must be a full-time matriculated undergraduate student at your home institution in order to waive tuition at the host institution.
2. You are limited to six (6) credits of undergraduate cross-registered coursework per semester (exceptions to this policy must be approved by the home institution and additional tuition and fees may apply).
3. 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. If you change your major/minor, the courses you cross-register for may no longer count toward degree requirements.
4. Please NOTE: even if you have the permission of the instructor or have satisfied all pre-requisites/co-requisites necessary for enrollment at the host institution, you must still complete the registration process through the appropriate office at the host institution to be considered officially registered in a course.
5. Registration dates and deadlines vary by college. You are responsible for contacting the host institution for registration related dates and deadlines and determining which office(s) are responsible for signing your form.
6. You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
7. Your signature on the Cross-Registration Agreement is considered approval for the host institution to automatically release grades/transcripts to your home institution at the end of the semester.
8. 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.
9. You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s) (Registrar, Student Accounts, Financial Aid, etc.). Failure to do so can result in a failing grade at the host institution.
10. Your signature on the Cross-Registration Agreement indicates your agreement to abide by all regulations imposed by the host institution (parking, attendance, library rules, etc.). 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). Be sure you are aware of those rules before you cross-register.
11. 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.
12. Mini-semester, Winter Term, and Summer Session are not covered by the Cross-Registration agreement.
13. All course-related fees in excess of tuition are the responsibility of the student (e.g., lab fees).
14. Please be advised that if you drop below full-time at your home institution, you will be liable for tuition at the host institution.
15. Any Health Center (immunization/records/physical exam, etc.) requirements must be met at BOTH institutions, even if they differ.
16. Students that cross-register at Community Colleges: You must file residency documents at the host institution. This means you will need to provide the Community College a Certificate of Residency (must be obtained from the county of your permanent residence). (<http://www.comptroller.nyc.gov/bureaus/adm/cora.shtm>)
17. Registration is the responsibility of the student. You must check with the host institution to confirm how they plan to process your form, enrollment, and any necessary additional information or paperwork required to complete the enrollment process.

How to process your Cross-Registration:

1. Seek advisement on the courses you wish to take. Consider whether or not they meet degree requirements.
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, Student Accounts, etc.).
4. Obtain the signature of the appropriate official at the host institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
5. Complete any required application forms for the host institution.
6. Return the completed Agreement to the home institution immediately upon registering with the host institution. Failure to return the Agreement will result in not being registered for the intended cross-registered course(s).

SUNY Cross Registration –

For Students from other SUNY campuses registering at SUNYIT:

1. You must complete both the SUNY Cross–registration agreement and the SUNYIT non-matriculated application.
2. The SUNY Cross-registration agreement must be approved (signed) by the appropriate individuals on your home campus prior to submission.
3. The completed SUNY Cross-registration agreement and the non-matriculated application must be submitted to the Registrar’s Office at SUNYIT. You must also submit proof that you have completed any prerequisite course work for the course you are intending to register for (unofficial transcripts are fine).
4. You are responsible for following the SUNYIT academic calendar, found at www.sunyit.edu.
5. Registration for course work will be on a space available basis at SUNYIT. This will be determined on the first day of classes each semester.
6. Registration for course work will be done by the Registrar’s Office.
7. You will be notified on the first day of classes if space is available and you have been registered or the course has reached its maximum capacity and you have not been registered.
8. You are responsible for paying any users fees for the course and campus fees (ie – laboratory fees, parking fees, etc) immediately upon being notified that you have been registered.

For SUNYIT students registering at other SUNY campuses:

1. You must complete the SUNY Cross-registration form and have it signed by your Advisor and the SUNYIT Registrar’s Office.
2. You must also complete the ‘Petition to Take Course at Another College’, have it approved by your advisor, the department chairperson and the Registrar’s Office.
3. You are responsible for submitting the SUNY Cross-registration form and any other required paper work to the appropriate office at the campus that is hosting the course.
4. You must follow that campuses academic calendar for the course
5. You are responsible for any user fees assessed by the other campus.
6. Timing of registration will be determined by the host campus.