

**CROSS REGISTRATION
FORM**

Please Print Clearly:

For students at South Carolina State University, Claflin University and Orangeburg-Calhoun Technical College.
NOTE: This form must be used by all students of the institutions listed above who wish to cross-register, whether or not the courses are taken under the "tuition-free" charge policy. See reverse side for policies, limitations and instructions.

Home Institution		Host Institution Campus ID	
Host Institution		Term	Year

Personal Data

Name (Last, First, M.I.)		SSN (required)	Campus ID (required)
Date of Birth	Campus Email	Program/Major	
Classification <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR			Telephone Number
Mailing Address (Street)		City	State, Zip Code

Have you attended the host institution before? Yes No If yes, when? _____
If you have attended under a different name, what was that name? _____

TITLE(S) OF REQUESTED COURSE(S)	CRN	Course Prefix	Number	Class or Section Number	Credit Hours	Home Campus Academic Affairs Office (comparable course number)
Example: English Composition	1234	ENG	150	01	3.0	ENG 101
1.						
2.						

Total hours approved by Advisor to be taken at the host institution: _____ Chairperson Signature _____
Date _____

I hereby authorize my grades for the course(s) listed above to be sent to the Registrar's Office of my home institution at the end of the semester. The above information provided by me is true.

Student's Signature _____ Date _____

Signatures of Approval (Student is requested to follow approval sequence 1, 2, 3, 4, 5 and 6)

- HOME INSTITUTION REGISTRAR/DEAN:**
Student is registered in _____ credit hours
 will or will not pay full tuition at home inst.
 is or is not a resident of South Carolina
- Home Institution Registrar _____ Date _____
 - Home Institution Academic Affairs Officer _____ Date _____
 - Home Institution Finance Officer _____ Date _____

- HOST INSTITUTION REGISTRAR/DEAN**
 *Registrar retain original copy (provides photocopy to Finance Office).
 *Host Registrar sends second copy to home Registrar -- (who provides photocopy to Finance Office)
- Host Institution Academic Affairs _____ Date _____
 - Host Institution Finance Officer _____ Date _____
 - Host Institution Registrar _____ Date _____



Cross Registration Policies/Procedures
Between
South Carolina State University, Claflin University
and Orangeburg-Calhoun Technical College
(CHEC - Community Higher Education Council)

Cross-Registration Policies

1. Full-time undergraduate students may participate:
 - a. if they are in good standing at their home institution, and
 - b. if they have paid full-time tuition and fees to their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus), and
 - c. provided the course(s) at the host institution is/are not offered concurrently at the home institution (i.e., not offered at all or not offered at a reasonably scheduled time), and
 - d. if they meet the prerequisite requirements of the host institution, etc., and
 - e. if the required approvals are obtained.
2. Part-time students will pay regular per-credit tuition and fees charges directly to the institution at which the course is taken.
3. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus.
4. Special fees such as laboratory fees and book fees, must be paid to the host institution and are not covered under cross-registration policy.
5. All courses taken at the host campus will be transcribed and sent to and recorded by the home institution. Grades will not be included by the home institution in academic calculations. A minimum grade of "C" is required for transfer for all major, minor and approved elective courses. Also, specified courses in the General Education Curriculum (GEC).
6. **Credit for work completed at other institutions by State University students will not be accepted for transfer if the student has previously been enrolled in an equivalent course in the University.**
7. Any exception to these policies must be approved in writing by the Vice President of Academics of both the home and the host institutions.
8. Cross-Registration does not apply to Summer School.
9. A limit of **one course per term or a maximum of 4 credits (Lecture and Lab)** will be approved for cross-registration.
10. Registration for host students will be accepted during the late registration period ONLY.
11. Students taking courses outside the CHEC Agreement are subject to the regular transient student guidelines.

Instructions to the Student

1. Complete the Cross-Registration Form on the reverse side. Please print clearly.
2. Make sure that have your Chairperson's approval and that your home Registrar approves this form before taking it to the Dean and Registrar of the host institution.
3. When you register at the host institution, remember that you must pay any special fees, such as laboratory fees, to the Finance Office.
4. You must abide by policies and schedules of the host institution regarding grades, exam dates, absences, withdrawal guidelines, etc.