

## UNDERGRADUATE CROSS-REGISTRATION FORM

To be completed in accordance with the policies and procedures on the reverse of this form.

### Student Information

Student's Full Name: \_\_\_\_\_  
 Home Campus Student ID Number: \_\_\_\_\_  
 Host Campus Student ID Number: \_\_\_\_\_  
 Current Local Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Major (if any): \_\_\_\_\_  
 Level: ☐ Fresh. ☐ Soph. ☐ Jr. ☐ Sr. ☐ Other: \_\_\_\_\_  
 Sex: ☐ Male ☐ Female ☐ Other \_\_\_\_\_  
 Birthdate (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Home Campus Name: \_\_\_\_\_  
 Host Campus Name: \_\_\_\_\_

### Participating Institutions:

Bushnell University  
 Corban University  
 George Fox University  
 Lewis & Clark College  
 Linfield University  
 Pacific University  
 Reed College  
 University of Portland  
 Warner Pacific University  
 Western Seminary  
 Willamette University

*All of the above colleges and universities are on the semester calendar system.*

### Course Student Wishes to Take at Host Campus

Dept: \_\_\_\_\_ No: \_\_\_\_\_ Title: \_\_\_\_\_  
 (e.g. SOC) (e.g. 101) (e.g. Introduction to Sociology)  
 Term/Year: \_\_\_\_\_ ☐ Semester or ☐ Quarter Credits: \_\_\_\_\_  
 Instructor's Name: \_\_\_\_\_  
 Days Taught: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat  
 Course Meeting Time: \_\_\_\_\_ Beginning Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Briefly describe why you wish to sign-up for this course:

I understand that enrollment in this course is dependent on the approval of both the home and the host campus, and that I must abide by the host campus policies on such matters as class attendance, grading and add/drop procedures, deadlines, standards of conduct, parking regulations, etc. I authorize my home campus to share certain demographic information that may be required by the host campus. I authorize release of my academic records to my home campus.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Approvals

Home Campus Advisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Home Campus Registrar: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Host Campus Registrar: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Completion

Host Campus Registrar: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **CROSS-REGISTRATION POLICIES**

- A. Students enrolled full-time at the home Alliance institution may be eligible to take a maximum of one undergraduate course per term at another Alliance campus. The course must be transferrable to the student's home institution.
- B. No additional tuition will be charged for the cross-registered course by either institution, except that:
  - a. if the home institution has an "overload" tuition policy, it may charge additional tuition if the course is taken on an "overload" basis, or
  - b. the host campus may charge special course fees (e.g. laboratory fees), if such fees apply to all students enrolled in the course.
- C. Students may not cross-register for a course that is offered on their own campus unless legitimate scheduling conflicts prevent taking it.
- D. Approval of both the home and host campus registrars is mandatory.
- E. Cross-registered students are permitted on a "space available" basis. The host campus has the right to ensure that all of its own students have had an opportunity to enroll before accepting cross-registrants. Further, institutions have the right to exclude cross-registration in certain programs.
- F. Students are bound by host campus policies on such matters as auditing, class attendance, grading and add/drop procedures, deadlines, library use, standards of conduct, examinations, parking regulations, etc.
- G. Students wishing to drop or withdraw from a cross-registration course must have approval of both home and host campus registrars and complete all appropriate forms, particularly at the host campus.
- H. Exceptions to these policies must have approval of both campus registrars.

## **REGISTRATION PROCEDURES**

- 1. Student consults with home campus academic advisors and registrar to determine the potential course's appropriateness and applicability to his/her academic programs, and to verify course availability and host campus registration deadlines.
- 2. Student obtains cross-registration form, completes all items, and secures "Approvals" signatures from home campus advisor and home campus registrar.
- 3. Student carries the completed form to host campus registrar, secures host campus registrar's "Approval" signature, and completes any host campus registration procedures.
- 4. Host campus registrar (1) gives the student a copy of the approved/completed form, (2) sends a copy of the approved/completed form to home campus registrar, and (3) retains the original approved/completed form.
- 5. Host campus instructor reports grade to host campus registrar.
- 6. Host campus registrar reports grade to home campus registrar by signing the "Completion" section of the original form and sending an official host campus transcript with the original, full-signed form to the home campus registrar.
- 7. Home campus registrar adds transcript information to student's permanent academic record and retains original, full-signed form for Alliance end-of-year report.

Questions regarding the above policies or procedures may be directed to:



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