

Virginia Tidewater Consortium for Higher Education (VTC) Student Cross-Registration Form

HOME Institution _____ Student HOME ID# _____

Name _____ Gender _____
last first middle

Mailing Address _____
number & street city state zip code

Phone (____) _____ U.S. Citizen? Yes No Foreign students: VISA type _____
area code

School Email Address _____ Date of Birth ____/____/____
month day year

Student level at HOME Institution: Fr. Soph. Jr. Sr. Grad. Other _____
 Circle One

I wish to register for the following course(s) for the: fall spring summer semester

At _____
Name of HOST Institution

Subj.	Course No.	Section	Index/ Code No.	Course Title	Cr. Hrs.	UG Cr.	Grad Cr.	Audit	Regis. Status*	Grade	HOME EQUIV Course

* R-Registered C-Course closed, not enrolled N-Course cancelled

_____ *Date filed*

This student is eligible to take the course(s) listed above and has completed all prerequisites for the course(s) listed and is in good standing. Student will be dropped from class if G.P.A. falls below the minimum required by the HOME and HOST institution.

By _____
Advisor

By _____
*N/A
 Chair (if required)*

By _____
Registrar, HOME Institution

(PRINT NAME) Registrar, HOME Institution

The student understands and agrees to abide by the administrative rules and regulations of the HOST institution, including dates and deadlines, rules and regulations governing academic honesty, student conduct and student discipline and Add/Drop/Withdrawal policy, throughout the semester enrolled. By signing below, you authorize your educational records to be shared between the HOST and HOME institution.

Signature of Student

The above student has been registered for the above courses as indicated.

By _____
Registrar, HOST Institution

(PRINT NAME) Registrar, HOST Institution

Student HOST ID# _____
(filled in by HOST Institution Registrar)

Virginia Tidewater Consortium for Higher Education (VTC)

Student Cross-Registration Guidelines

The purpose of Cross-Registration is to provide opportunities for enriched educational programs by permitting students at any of the Virginia Tidewater Consortium (VTC) institutional members participating in the program to take courses at any other VTC member school.

POLICIES:

1. Students at any resident VTC institution may register on a credit basis for courses offered by other VTC institutions with the approval of the HOME institution.
2. When a student enrolled at one VTC HOME institution cross-registers to a VTC HOST school, the credit is earned at the HOME institution and will be so posted on the student's transcript as resident credit. A VTC institution will not issue a transcript to a cross-registered student whom it hosts. *(each institution will implement their own set of guidelines for this program and a school application is required by all VCCS students)*
3. Students will be governed by the administrative rules and regulations of the HOST institution while taking the course through this program.
4. The grading system of the HOME institution will apply to cross-registered student.
5. Tuition will be charged by the HOME institution for a cross-registered course. The cross-registrant must assume costs of all transportation, books, materials, lab fees, applied music fees etc.
6. Normally, the desired course may not be currently available at the student's HOME institution.
7. Generally, this policy applies to credit courses of VTC institutions.
8. Participating students must have completed the prerequisites for courses to be taken at the HOST institution as specified by the HOST institution. When necessary, the student will certify that he/she has met course prerequisites.
9. A VTC Cross-Registration Form must be completed and signed by the appropriate people at the HOST and HOME institution.
10. **No course changes** can be made on the VTC Student Cross-Registration Form.
11. Each VTC member institution shall set up its own procedures for implementing these broad policies and have the right to deny cross registration.
12. A VTC Cross Registered Student is required to follow the Add/Drop/Withdrawal Regulations and is responsible for notifying **BOTH** the HOST and HOME institution.

I have read and understand the guidelines set forth to participate in the VTC Cross Registration program.

Signature of Student

Date