SUNY PLATTSBURGH

Cross-Registration Form with Adirondack Community College

Cross registration is a cooperative arrangement permitting ***full-time, matriculated undergraduate students*** at SUNY Plattsburgh to cross register for **a *maximum of two courses per academic year*** at other colleges with which we have cross-registration agreements. This program is available during the ***fall and spring semesters only***. Cross registration at these colleges must be in courses not available or not accessible to the student at SUNY Plattsburgh. SUNY Plattsburgh students who plan to cross register must pay full-time tuition and fees and register for at least half of their academic course load at SUNY Plattsburgh. No extra tuition charge is assessed, but students are responsible for any fees that may be required by the host institution for a particular course. Credits and grades earned through cross registration are recorded on the academic record, and they are calculated in the grade point average. Credits completed through cross registration also apply to the residency requirements.

Students must have approval to cross register from their advisor, chairperson of their major (or designee), and the college registrar. Cross-registration is dependent of seat availability at the host institution. Registration, course add/drop, and course withdrawal dates and procedures of the host institution must be followed.

NAME: _____ STUDENT ID: _____
Last First MI

MAJOR: _____

ADDRESS: _____

E-MAIL: _____ TELEPHONE: _____

Name of college student plans to attend: ADIRONDACK COMMUNITY COLLEGE. Semester/Year: _____

Reason: _____

ACC Course/ Number	Course Title	Cr.	Plattsburgh Course Equivalent	This Course Will Count As:		
				Gen. Ed. Requirement (List Category)	✓ if a Major or Concentration Requirement	✓ if an Elective
Ex. ART 104	**Basic Photography**	**3**	**ART 211**	**4ART**		

I understand I must be a **FULL-TIME STUDENT** to cross-register for courses at ACC, and that I may cross-register for a **MAXIMUM OF TWO COURSES** during any one academic year (Fall and/or Spring semesters only). Courses approved on this form **WILL NOT** exceed the two-course registration maximum for this academic year.

Student's Signature: _____ Date: _____

REQUIRED SIGNATURES:

Advisor: _____ Date: _____

Chairperson: _____ Date: _____

ACC Registrar: _____ Date: _____

Plattsburgh Registrar: _____ Date: _____

RETURN COMPLETED FORM TO THE PLATTSBURGH BRANCH CAMPUS OFFICE:

667 Bay Road, Suite 2B, Queensbury, NY 12804 – Fax: 518-792-3868 – Telephone: 518-792-5425

Student delivers full-time enrollment verification from Plattsburgh and a copy of this completed form to ACC. The ACC instructor/registrar notifies Plattsburgh's registrar of final grade(s).

June 2008