

CROSS-REGISTRATION FORM SUNY Plattsburgh

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 year* at other colleges with which we have cross-registration agreements. Cross registration enrollments at these colleges must be in courses not available or not accessible to the student at SUNY Plattsburgh. This program is available during the *fall and spring semesters only*. SUNY Plattsburgh students who plan to cross register must pay full-time tuition and fees and register for at least half of their academic 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, and registration, add/drop, and course withdrawal dates and procedures of the host institution must be followed.

NAME _____ STUDENT'S ID _____
 Last First MI

ADDRESS _____ TELEPHONE _____

EMAIL _____ MAJOR(S) _____

Name of college student plans to attend: _____ Semester/Year: _____

Reason: _____

Course Subject/Number	Title	Credits	Plattsburgh's Equivalent

REQUIRED SIGNATURES:

Student: _____ Date: _____

Advisor: _____ Date: _____

Chairperson: _____ Date: _____

SUNY Plattsburgh's Registrar: _____ Date: _____

Host Institution's Registrar: _____ Date: _____

RETURN COMPLETED FORM TO PLATTSBURGH'S REGISTRAR'S OFFICE:
 SUNY Plattsburgh, 101 Broad Street, Plattsburgh, NY 12901 * FAX 518-564-4900 * Telephone 518-564-2100

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