SUNY PLATTSBURGH at QUEENSBURY - CROSS-REGISTRATION FORM

(For use by SUNY Plattsburgh Branch Campus students for cross-registration at SUNY Adirondack and Empire State College, and for Branch Campus Criminal Justice majors studying at Hudson Valley 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 full-time 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 host campus 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.

Plattsburgh Student ID: _________________________________

NAME: _____________________________________________

Last                                            First                          MI

Host Campus Student ID: _______________________________

MAJOR: ____________________________________________

ADDRESS:   ________________________________________________________________________________________________

E-MAIL: ____________________________________________

TELEPHONE: _______________________________________

College the student plans to attend: [ ] SUNY Adirondack       [ ] Hudson Valley Community College   [ ] Empire State College

Semester/Year: ________________________________   Reason: Course(s) not available at the Plattsburgh Branch Campus

<table>
<thead>
<tr>
<th>HOST Campus Course Number</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Plattsburgh Course Equivalent</th>
<th>This Course Will Count As:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. ART 104</td>
<td>Basic Photography</td>
<td>3</td>
<td>ART 211</td>
<td>Gen. Ed. Requirement (List Category)</td>
</tr>
</tbody>
</table>

PLEASE READ AND CHECK APPROPRIATE BOXES BELOW

☐ I understand that I must be a FULL-TIME STUDENT (at least 12 credit hours total) to cross-register for courses.

☐ I understand that forty-two (42) upper-division (300 or 400 level) credits are required for graduation.

☐ I may cross-register for a MAXIMUM OF TWO COURSES during any one academic year (Fall and/or Spring semesters only).

☐ I am currently registered/pre-registered for credits at Plattsburgh for the semester in which I plan to cross-register.

☐ 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: __________________

Host Campus Registrar: ________________________________ Date: __________________

Plattsburgh Registrar: ________________________________ Date: __________________

RETURN COMPLETED FORM TO THE PLATTSBURGH BRANCH CAMPUS OFFICE:

640 Bay Road, 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 the host campus. The host campus registrar notifies Plattsburgh’s registrar of final grade(s).

September 2013