

**Western New York Consortium**  
**Undergraduate Cross-Registration Agreement**  
*(For Full Time Matriculated Students Only)*

**Please Print Legibly**

Date: \_\_\_\_\_

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

\*Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Student ID#: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Personal student information is treated confidentially and consistent with the Family Educational Rights and Privacy Act (FERPA), the NYS Cyber Security Policy P03-002: Information Security Policy, and is compliant with NYS General Business Law Section 399-ddd.

Email address: \_\_\_\_\_

Permanent Address: _____	County: _____
City: _____ State: _____ Zip: _____	Phone: _____
Local Address: _____	County: _____
City: _____ State: _____ Zip: _____	Phone: _____

Cross-Registration Semester: \_\_\_\_\_ Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Year: 20 \_\_\_\_\_

Have you previously cross-registered at host institution? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been dismissed/suspended from a college for disciplinary reasons? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Home Institution: \_\_\_\_\_

Name of Host Institution (Visiting Institution): \_\_\_\_\_

Host Institution Course & Section# (i.e. ENG 101)	Host Institution Course Title <small>(Independent Study and tutorials are not permitted.)</small>	Host Institution Credit Hours <small>(limit one course)</small>	Home Institution Course Equivalency- to be completed by Home Institution	Credit Hours at Home Institution

**All Signatures below are REQUIRED**

I have read and understood the terms and conditions of this cross-registration agreement (on the reverse side). By signing, I give permission for the Host Institution to share course information with the Home Institution. I am also aware that enrollment changes may impact my eligibility for financial aid for the current term and/or future terms. I will consult my Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards. I understand I may cross register **ONLY** for the approved course(s) listed on this form.

**Student Signature:** \_\_\_\_\_

**Academic Advisor Signature:** \_\_\_\_\_

The Above student is in good academic standing and is expected to be a full-time student for the term in question. I recommend approval of this request based on the course equivalents and credit hours above.

**Home Institution Signature** (UB Student Response Center): \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Host Institution Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Office Use Only</b>					
Processed By Home Institution	HOME ID: _____	Date: _____	Initials: _____	Denied: _____	
Processed By Host Institution	HOST ID: _____	Date: _____	Initials: _____	Reason: _____	

**Cross-Registration Student Guidelines for Full-Time Undergraduate Students (fall and spring)**

**Home Institution** = the institution where you are matriculated.

**Host Institution** = the institution you are seeking to take additional courses with.

- 1 You must be a full-time matriculated undergraduate student at your home institution in order to waive tuition at the host institution.
- 2 You are limited to one (1) course of undergraduate cross-registered coursework per semester (subject to individual campus rules and regulations, any exceptions to this policy must be approved by the home institution and additional tuition and fees may apply). Independent Study and tutorials are not permitted.
- 3 You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) you register for meet the requirements of your degree. If you change your major/minor, the courses you cross-register for may no longer count toward degree requirements.
- 4 Please NOTE: even if you have the permission of the instructor or have satisfied all pre-requisites/co-requisites necessary for enrollment at the host institution, you must still complete the registration process through the appropriate office at the host institution to be considered officially registered in a course.
- 5 Registration dates and deadlines vary by college. You are responsible for contacting the host institution for registration related dates and deadlines and determining which office(s) are responsible for signing your form.
- 6 You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
- 7 Your signature on the Cross-Registration Agreement is considered approval for the host institution to automatically release grades/transcripts to your home institution at the end of the semester.
- 8 Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time). Please consult your Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.
- 9 You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s) (Registrar, Student Accounts, Financial Aid, etc.). Failure to do so can result in a failing grade at the host institution.
- 10 Your signature on the Cross-Registration Agreement indicates your agreement to abide by all regulations imposed by the host institution (parking, attendance, library rules, etc.). In addition the host institution may apply rules and regulations to incoming students as it deems necessary (e.g., restrictions on classes based on seat availability). Be sure you are aware of those rules before you cross-register.
- 11 Home institution students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
- 12 Mini-semester, Winter Term, and Summer Session are not covered by the Cross-Registration agreement.
- 13 All course-related fees in excess of tuition are the responsibility of the student (e.g., lab fees).
- 14 Please be advised that if you drop below full-time at your home institution, you will be liable for the full cost of all tuition and fees applicable to course taken at the host institution.
- 15 Any Health Center (immunization/records/physical exam, etc.) requirements must be met at BOTH institutions, even if they differ.
- 16 Students that cross-register at Community Colleges: You may be required to file residency documents at the host institution. This means you may need to provide the Community College a Certificate of Residency (must be obtained from the county of your permanent residence). (<http://www.comptroller.nyc.gov/bureaus/adm/cora.shtm>)
- 17 Registration is the responsibility of the student. You must check with the host institution to confirm how they plan to process your form, enrollment, and any necessary additional information or paperwork required to complete the enrollment process.

How to process your Cross-Registration:

- 1 Seek advisement on the courses you wish to take. Consider whether or not they meet degree requirements.
- 2 Obtain the signature of your academic advisor on this form and UB's Cross Registration Academic Advisor Review Form at <http://registrar.buffalo.edu/pdfs/crossRegAcademicAdvisorReview.pdf>
- 3 Obtain the signature of the appropriate official at the home institution responsible for Cross-Registration (UB Student Response Center).
- 4 Obtain the signature of the appropriate official at the host institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
- 5 Complete any required application forms for the host institution.
- 6 Return the completed Agreement to the home institution immediately upon registering with the host institution. Failure to return the Agreement will result in not being registered for the intended cross-registered course(s).