



Regular Cross-Registration Policy

A. CROSS-REGISTRATION POLICY

Full-time undergraduate degree seeking students in good academic standing who are not first semester freshmen and are enrolled at a member institution of the Lehigh Valley Association of Independent Colleges, may register for up to two undergraduate courses per term or summer session with a limit of 8 cross registered courses during their academic career. The student may cross-register at any one of the member institutions provided that the appropriate approvals have been obtained from the home and host institution, and provided that such course, or courses, does not produce an overload on the student's schedule. Cross registration is permitted on a space available basis, as determined by the host institution. Any special fees normally charged by the host institution to its students, such as lab fees, equipment fees, etc., also will be charged to cross registering students.

Students are eligible to cross register under the terms of this policy only if they pay the full-time comprehensive fee of the home institution. All other students must cross register under the terms of the Supplemental Cross-Registration Policy.

Normally, this program is to be used for courses that cannot be scheduled at the home institution; however, special circumstances may cause this requirement to be waived.

Cross registration enables the student to receive both course credit and a grade for the course. However, the actual number of credit hours or units actually awarded for a given course is determined by the home institution.

Through the act of cross registering, the student gives permission for the home and host institutions to communicate confidential student information to each other. This includes, but is not limited to: grades, academic misconduct, and/or attendance issues.

A.1. CROSS-REGISTRATION FOR JANUARY TERM, SUMMER SESSION AND SPECIAL PROGRAMS

Cross registration for LVAIC students is available for the January term, Summer Sessions and Special Programs, but the student must pay the appropriate fees charged by the host institution rather than the tuition cost of the home institution (which is the normal cross registration procedure). All billing will be handled directly by the host institution and the individual student.

A.2 CROSS-REGISTRATION LIMITATIONS FOR EXPERIMENTAL AND INDEPENDENT COURSEWORK

Cross-registration for LVAIC students is **not** available for the following types of instruction: independent study, tutorials, internships, practicum field experience, supervision of instructors and student teaching experiences, private music lessons, distance education and online courses.

B. CROSS-REGISTRATION PROCEDURES

When a student wishes to enroll for a course offered by one of the participating institutions, the student must review the course offerings available for cross registration and select a course to request.

After completing the Request for Cross Registration, the information is sent to the student's advisor who will approve or deny the request.

Advisor approved course requests will be sent to the student's Home Registrar for any additional approvals.

If approved by the Home Registrar, the information will be sent to the Host Registrar for review.

Registration by the host school is dependent upon course availability and registration time lines. Students may not know the result of their request until the beginning of the semester.

Students will be informed of the result of their request by the Host Registrar.

At the end of the term, transcripts or certified grade reports will be forwarded automatically without charge from the Host Registrar to the Home Registrar for any cross registered students.

C. CROSS-REGISTRATION PROCEDURES – GENERAL CONSIDERATIONS

1. Students may review course offerings and college/university catalogs on the websites of the institutions, as well as the LVAIC website.
2. A limit of two courses per term may be taken using cross registration. Each institution will establish its own regulations concerning the number of courses a student may take during any degree program, or the use of any course as a substitute for any requirement in a major or minor program.
3. Students who register for courses at other LVAIC member institutions must assume responsibility for the costs and means of transportation and accept the inconvenience of different calendars.

4. A student who registers for an off-campus course will be subject to the academic policies of the home institution and the requirements of the off-campus course. The Academic Dean of the home institution will handle difficulties arising out of conflicts of policy.
5. Students ineligible for cross-registration, or seeking to register for more than two courses per term, or who seek to have a prerequisite waived, must petition to do so at both the home and host institution. No ineligible student may attend class until both home and host institutions have approved the petition. The process for petitioning varies for each institution; details may be obtained at the Registrar's Office of the appropriate institution.
6. *PASS/FAIL OPTIONAL GRADING SYSTEM* – Any student registering to take a course that he/she has cross-registered for on a pass/fail basis should consult with the Registrar at the home institution for the correct procedures.

D. REPORTING OF CROSS-REGISTRATION STATISTICS

By November 1 and April 1, the Registrars will determine final cross registration statistics. If there is an error in reporting or some incident has occurred which changes the reported statistics, the Executive Director will **not** make any changes unless the Registrars from both schools agree to the change.

D.1. HOW TO REPORT LVAIC STUDENTS WHO APPEAR IN A COURSE AFTER THE OFFICIAL ENROLLMENTS HAVE BEEN EXCHANGED

This situation could arise if a student attends a class with the knowledge of the instructor but has never registered for the course and now wants credit. Both institutions should report the enrollment change to the Executive Director.

E. AUDITS – CROSS-REGISTRATION

No cross registration may be on an audit basis using this cross registration policy.

If an audit cross registration is approved through the petition process, the appropriate fees will be charged.

F. CROSS – REGISTRATION TUITION

Tuition rates for cross-registration shall be as follows:

Regular student: \$125 per credit
Faculty/Spouse: \$ 50 per credit
ROTC: \$ 50 per credit