



Supplemental Cross-Registration Policy

The following policy supplements the regular LVAIC cross-registration policy for traditional students.

Purpose

To offer LVAIC evening degree candidates, other part-time degree candidates, and those students not paying the comprehensive tuition and fees for a full-time student, an opportunity to take courses at one or more member institutions on a cross-registration basis.

Rationale

Evening students will have a greater selection of course options. Those that are out of sequence will be able to complete a course that is not being offered.

Eligibility

Undergraduate Degree Candidates:

A student who is an active undergraduate degree candidate in good academic standing at the home institution and who has achieved sophomore standing, but is not a full-time day student, is eligible under this policy. Students paying a per credit hour tuition charge and students carrying a full-time academic load, but not paying the comprehensive fee of the home institution, must register under the terms of this policy. Each institution is free to define an "active" student as it deems appropriate. However, students who have not taken a course at the home institution within one calendar year normally should not be permitted to avail themselves of this policy.

Certificate Candidates:

A student who has previously earned an undergraduate degree, and who is enrolled in an approved certificate program, e.g. teacher certification, is eligible under this policy. The student must meet the home institution standards for "active" and "in good standing." Sophomore status for eligibility is waived for students enrolled in an approved certificate program. All other provisions under the supplemental cross-registration policy apply.

Structure

The Supplemental Student Cross-Registration (SSCR) Program will operate in the same way that the summer LVAIC cross-registration operates for day students. Students will pay the institution that provides the instruction. Students should consult the host institution, i.e. the institution providing the instruction, regarding costs and special permissions prior to cross-registering. The student will complete the SSCR form at the home institution. The advisor's signature will assure that the course is appropriate; the evening college office signature will confirm that the individual is a degree candidate. The student will turn this form in to the host institution when he/she registers and pays for the course. The home registrar will receive a copy of the SSCR form and will record the course as cross-registered on the student's transcript.

A student may register no more than two courses per term or summer session under this policy.

No statistics will be required since there will be no exchange of tuition.

At the end of the term, a transcript will be sent to the home registrar. The course will not be counted in the LVAIC tally of the day session cross-registered participants. Grades and credits will be recorded on the student's transcript in the same way that summer cross-registrations are recorded.

Suggested Policy/Procedure

1. Courses taken under this policy may count toward institutional residency requirements, as individual institutions define those requirements.
2. This policy applies to all active degree candidates not covered by the regular LVAIC policy, i.e., a student who is an active undergraduate degree candidate in good academic standing at the home institution, but not a full-time day student. Each institution is free to define an "active" student as it deems appropriate. However, students who have not taken a course at the home institution within one calendar year normally should not be permitted to avail themselves of this policy. Exceptions are noted above for certificate program students.
3. A student may cross-register for no more than two courses per term or summer session, while ranked in each of the upper division classes, as defined by the student's home institution. Freshmen are not eligible. Once a student has entered sophomore standing, the student may take two units while a sophomore, junior, and senior, for a maximum of six units through cross-registration. Students are permitted up to two additional courses taken through cross-registration at anytime during their career at other institutions, with the permission of their advisor or the director of continuing education. A student entering as a sophomore may cross-register for a maximum of six units; an entering junior for four; and an entering senior for two.
4. Students do not have to be registered for a course at the home institution for that semester, but must be certified as an active degree candidate.
5. This policy applies to undergraduate courses only.
6. 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.
7. As with summer cross-registrations, the host institution will serve as the college of record for bookkeeping purposes.

Petition Process

Students ineligible for cross-registration, or seeking to cross register for courses, where cross-registration is not permitted, or who seek to have a prerequisite waived, must petition to do so at both the home and host institutions. No ineligible student may attend class until both home and host institutions have approved the petition. The process for petition varies at each institution; details may be obtained at the Registrar's Office of the appropriate institution.

Special Notes

1. Students cross-registering under the Supplemental policy at **Lehigh University** will be required to file an additional application through the University's Office of Summer Classes, or the Registrar's Office during the regular school year.
2. Students seeking to cross-register under the terms of this policy will be expected to complete an application process and pay a registration fee to take courses in the evening program at **Muhlenberg College**.

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