

Cross-Registration Orientation Check List

The following is a suggested list of items and information that member schools are encouraged to provide for the students they are hosting for cross-registration. Specific items may vary depending on the college or university.

- Log-in/Set-up/Usage information for:
 - Learning Management System (Blackboard, etc.)
 - Student Information System (checking grades/transcript)
 - Email address/system
 - Campus network/wireless
- Class schedule
 - Course/lab time
 - Building/classroom location
 - Instructor/Contact information
 - Required texts
- Student ID card Information
 - What card can/must be used for
 - Library services
 - Building access
 - Gym access
- Parking Information
 - Where to get permit
 - Cost of permit
 - Documents needed to get permit
 - Approved parking lots
- Campus Map, minimally indicating the following:
 - Approved parking locations
 - Academic buildings
 - Campus dining venues
- Contact/location information for the following offices/resources:
 - IT/Student Help Desk
 - Campus Safety/Campus Police
 - Cross Registration Coordinator/Registrar
 - Library
 - Academic support services