



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.

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

Students will pay the host institution that provides the instruction and consult with them regarding costs and special permissions prior to cross-registering. The student will complete the Online Request Approval for the Fall and Spring Terms and the Supplemental Cross-Registration Policy (SCRCP) form at the home institution for the January Term, Summer Term and Other Program. The advisor's signature will assure that the course is appropriate. The student will turn the SCRCP form in to the home institution. The home Registrar will send a copy of the SCRCP form to the host institution and will record the course

as cross-registered on the student's transcript. A student may register for no more than two courses per term or summer term under this policy.

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 term, 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.

Petition Process

1. 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 institutions. **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.

Special Notes

1. 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**.

Revised: 11/19/18