

# CONSORTIUM GRADUATE STUDENT CROSS REGISTRATION FORM

For Degree-Seeking Graduate Students at Charleston Southern University, the College of Charleston and  
The Medical University of South Carolina  
(See attached policy statement)

HOME INSTITUTION \_\_\_\_\_ TERM / YEAR REQUESTED (e.g. Fall 2010) \_\_\_\_\_  
 HOST INSTITUTION \_\_\_\_\_ STUDENT'S GRADUATE PROGRAM \_\_\_\_\_

**PERSONAL DATA**

1. Name (please print) \_\_\_\_\_ 2. Date of Birth \_\_\_\_\_  
 3. Social Security # \_\_\_\_\_ 4. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 5. Telephone # \_\_\_\_\_ 6. Gender: M \_\_\_ F \_\_\_  
 7. Ethnicity (check one) White \_\_\_ American Indian/Alaskan Native \_\_\_ Asian \_\_\_ Pacific Islander \_\_\_  
 Black \_\_\_ Cuban \_\_\_ Mexican \_\_\_ Puerto Rican \_\_\_ Other Hispanic \_\_\_ Other not listed \_\_\_ Prefer not to  
 answer \_\_\_ 9. Country of Citizenship \_\_\_\_\_ 10. SC Legal Resident? Y \_\_\_ N \_\_\_ If yes, what county \_\_\_\_\_

TITLES OF REQUESTED COURSES	HOST DEPARTMENT	COURSE #	SECTION#	CREDIT HRS	HOME CAMPUS DEPT. APPROVAL
<i>Example: Human Growth &amp; Dev</i>	<i>EDFS</i>	<i>654</i>	<i>001</i>	<i>3</i>	
1. _____					
2. _____					

***CERTIFICATION OF STUDENT – Must be completed at the student's home institution's graduate office or registrar***  
**I certify that the student named above is a current degree-seeking graduate student in good academic standing at the home institution identified above.**

Certified by: \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Signature  
 Position Title: \_\_\_\_\_

**STUDENT – READ THE POLICY STATEMENT ON THE REVERSE OF THIS FORM CAREFULLY BEFORE SIGNING**

*I have read and understood the policy statement on the reverse of this form and the information furnished on this form by me is true.*

***Student Sign Here*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

**Host institution staff:**

\_\_\_\_\_ Student not allowed to take the requested class. Reason: \_\_\_\_\_  
 Host institution staff member: \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

## CONSORTIUM CROSS REGISTRATION POLICIES FOR GRADUATE STUDENTS

For Degree-Seeking Graduate Students at Charleston Southern University, the College of Charleston and the Medical University of South Carolina

The key elements of the cross-registration process for graduate students in a school within the Charleston consortium, is as follows:

### I. Registration

1. The student must be an active, degree-seeking graduate student in good standing (at least a 3.0 overall Grade Point Average) at his or her home institution.
2. The student must complete the official Consortium Cross Registration form and have an official of the home institution certify on the form that the student is in good standing.
3. **Host schools do not guarantee that they will have room in the class for a visiting student. Students will be registered in classes at the host institution in whatever timeframe the host school dictates, but this timeframe should be consistent across terms and should be conveyed to students. No student should be registered later than one week before the beginning of a term.**
4. Consortium students are limited to an overall, career maximum of 12 hours of coursework at a host school. These hours may not constitute a body study such as a graduate certificate. Students must be formally accepted into such programs.
5. Consortium students may not enroll in any independent study, tutorial, internship, or practicum courses at a host institution.
6. Students will be bound by the host school's drop/add and withdrawal dates, and will be responsible for attending class according to the host school's academic calendar. **Students should familiarize themselves with the host school's academic calendar in terms of term start dates, holidays and exam dates.**

### II. Tuition and Fees

7. Students must pay the host institution directly for all laboratory fees and undergraduate course tuition. State supported institutions will not charge tuition to students taking graduate level courses from other state supported schools in the consortium during the regular academic year. **However, during summer school, visiting students must pay tuition and fees to the host institution.** Graduate students from CSU (private institution) will pay tuition when attending the other consortium schools. Likewise, CSU will charge regular tuition to students from the other consortium schools.

### III. Course Requirements

8. Consortium students must meet the prerequisite requirements of the host school's course, and must be able to provide proof of this to the instructor upon request.
9. Any home institution approval for taking a course(s) at a host school will be an internal matter between the student and the student's home institution.

### IV. Transfer of Student Records

10. At the end of a term, it is the student's responsibility to contact the Registrar at the host school to have a transcript sent to the home institution if one is needed by the home school. The transcript will be sent to the home school free of charge. Any other requests for transcripts will be filled by the host school's regular policy regarding the sending of transcripts.

### V. Grievances

11. Any grievance entered into by a visiting student, or by a host school regarding a visiting student will follow the host school's judicial processes.

February 05, 2007