

# Undergraduate Cross Registration Form

For students at Charleston Southern University and Trident Technical College

This form should be completed when a student intends to cross register for the Fall or Spring semester under the "Tuition-Free Policy." This form will serve as the application, authorization and registration form. The "home" institution is where you are full-time and "host" institution is where you are taking an additional course. See reverse side for program policies.

## Student Information

Home Institution \_\_\_\_\_ Host Institution \_\_\_\_\_

Name \_\_\_\_\_ Home School Student ID \_\_\_\_\_ Gender  M  F

SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home School Email \_\_\_\_\_

Legal Resident of SC?  Y  N

South Carolina County of Residence \_\_\_\_\_ Country of Citizenship \_\_\_\_\_ Visa Type \_\_\_\_\_

**Ethnicity** -  Hispanic or Latino  American Indian or Alaskan Native  Asian  Black/African American  Native Hawaiian/  
Pacific Islander  White/Non-Hispanic  Two or More  Unknown

## Academic Information

College level credit hours completed \_\_\_\_\_ Course will be taken (Circle) Spring/Fall Term 1/2/Full Year 20\_\_

Program/Major at Home \_\_\_\_\_

	Course Title	Department	Course #	Section #	Credit Hours
Example:	<i>Composition &amp; Lit I</i>	ENGL	101	81	3
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____

Above courses fulfill a degree requirement?  Y  N \_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor or Dean Signature Date

## Student Confirmation

Have you attended the host institution before?  Y  N If yes, when \_\_\_\_\_

If you attended under a different name, what was that name? \_\_\_\_\_

I certify that I am enrolled for a minimum of 12 credit hours at my **home** institution and paying full-time tuition there. The courses at the host institution are in addition to those at home. If my enrollment at my home institution drops to less than 12 credit hours, I will notify the College Registrar at the host institution.

I hereby authorize my grades for the course(s) listed above to be sent to the registrar of my home institution at the semester's end. The above information furnished by me is true.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Signatures of Approval and Verification by Home Institution

SC residency status verified  Y  N Legal presence verified  Y  N Student is in good academic standing (2.0 GPA)  Y  N

Student is currently enrolled in 12 credit hours  Y  N

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Verification Official - Printed Title

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of ROTC (if needed) - Printed Title

\_\_\_\_\_  
Date \_\_\_\_\_

Registrar's Signature of Verification Official - Printed Title (signed after processed)

## Cross-Registration Policies

1. This form is to be used only for those students cross registering for Fall or Spring semester under the “Tuition-Free Policy.”
2. Home institution is where you are full time and host institution is where you are taking an additional course.
3. Student must have already earned 24 hours or more at the home institution before cross-registering (with exceptions for those enrolled in special programs between specific institutions, ie. AFROTC).
4. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host institution.
5. In order to qualify, visiting students must:
  - a. Be enrolled in 12 credit hours at their home institution and pay full-time tuition at their home institution. Credit hours are defined as academic credit bearing courses (not continuing education.)
  - b. Be in good standing at their home institution and have a minimum overall cumulative GPA of 2.0 on a 4.0 scale
  - c. Be enrolling in a course or courses not available at their home institution for which they meet the prerequisite requirements, which are applicable to their program of study and for which they have obtained the required approvals
  - d. Present to the Host institution a current, unofficial transcript from their home institution along with this Cross Registration form
  - e. Pay additional special fees, such as science, foreign language and lab fees directly to the host institution, if applicable.
6. All courses taken at the host campus will be sent to and recorded by the home institution.
7. Students will be awarded transfer credit at home institution for courses with a grade of C (2.0) or higher.
8. The institution verification and approval signature for Trident Technical College is the College Registrar. The institution verification and approval signature for Charleston Southern University is the University Registrar.