

## **CROSS REGISTRATION AT SPSU**

### **What is cross registration?**

According to the Atlanta Regional Consortium for Higher Education (ARCHE), “cross registration provides students enrolled at any ARCHE member institution the opportunity to broaden their range of study and academic experience by attending courses offered by other ARCHE institutions.”

SPSU is a member of ARCHE and participates in the cross registration program.

### **I have spoken to my advisor and I want to begin the cross registration process, how do I start?**

- Pick up a cross registration application and associated pages in the Registrar’s Office. (3 pages)
- 1<sup>st</sup> page- Determine whether or not you wish to sign the social security number release. Some ARCHE institutions require a student’s social security number before they will process the cross registration application.
- 2<sup>nd</sup> page- Complete the cross registration checklist with your advisor (advisor completes and initials the checklist).
- 3<sup>rd</sup> page- Complete the cross registration application and take it to your academic advisor for approval.
- Return the cross registration application and associated pages to the Registrar’s Office for consideration.

Once the Registrar’s Office has received your cross registration application and associated pages, we will make a determination as to whether or not you meet the requirements to be considered for cross registration.

### **What are the cross registration requirements/rules that I must satisfy to be considered as a cross registration student?**

The following are the guidelines in determining whether or not you can qualify as a cross registration student. Generally, you must meet all the requirements:

- Be in good academic standing at SPSU.
- Register for at least one SPSU course the same term you are requesting the cross registration course(s).
- First semester freshmen cannot cross register unless they are requesting marching band or ROTC.
- Meet all immunization requirements at both institutions.
- Meet the cross registration application deadlines.
- Meet all pre-requisites for the cross registration course(s).

- Not request a cross registration course (or its equivalent) that is being offered at SPSU the same term.

If you meet the requirements, the cross registration coordinator at SPSU (home institution) will send your cross registration application and immunization records to the ARCHE institution (host institution) from which you are requesting to take a cross registration course(s).

There is **no guarantee** when SPSU sends your application to the host institution that you will be permitted to register for the cross registration courses that you have requested. That determination is made by the host institution.

### **How many cross registration courses can I take?**

Undergraduate students:

- May take no more than two undergraduate cross registration courses per term.
- May take no more than 18 cross registration semester hours while an undergraduate.

Graduate students:

- May take no more than two graduate cross registration courses per term.
- May take no more than two graduate cross registration courses during their graduate program.

### **If my cross registration application is approved by SPSU, am I guaranteed the cross registration course that I have requested on my application?**

No. There is no guarantee as SPSU will not be making that decision. You should have alternate plans in the event the cross registration course is not approved.

### **If my cross registration application is approved by SPSU, who determines if I am allowed to register at the host institution for the cross registration courses I requested?**

If SPSU has determined that you meet the cross registration requirements, we will send your cross registration application and immunization forms to the host institution. At that point, SPSU is no longer involved in the process. The cross registration coordinator at the host institution will determine whether or not you are registered for the requested cross registration courses.

### **Do the cross registration courses I take at the host institution count in my SPSU GPA?**

No. Cross registration courses are treated as transfer courses would be treated and will not count in your SPSU GPA.

**Will my cross registration course count towards graduation at SPSU?**

That depends upon whether or not you have confirmed with your advisor and the Registrar's Office that the course will count.

**How do I pay for the cross registration course?**

If you are approved by the host institution to take a cross registration course, the cross registration hours will be added to your regular SPSU hours for that term. You will pay SPSU as usual.

However, if there are any special fees for labs, parking, equipment rental, etc., the host institution will collect these fees not SPSU.

**What if I want to drop or withdraw from a cross registration course?**

You can do either as long as SPSU's and the host institution's drop or withdrawal period are open. If you decide to drop or withdraw, you must request this in writing from both institutions.

**If I take a cross registration course, do I have to petition for an exception to SPSU's residency requirement?**

No. SPSU considers cross registration courses as resident credit.

**If I have questions as to whether or not I should take a cross registration course, to whom should I speak?**

Your advisor is the best person to discuss cross registration with you.

**Do cross registration students have a registration advantage over regular or continuing students at the host institution?**

Actually, it's just the opposite. The ARCHE manual states that "Cross registration students will be accepted on a space-available basis *after* the host institution's regularly enrolled or continuing students have had first priority for registration."

This says that the host institution's students get consideration for the course first, and then, if there are seats available, the cross registration student may be considered for the course.

**What other schools besides SPSU participate in the ARCHE cross registration program?**

There are a number of institutions which participate; however, some do not have cross registration during the summer term. The cross registration institutions are listed on the back of the cross registration application.

A student can only request cross registration with these schools.

**What are the application deadlines for cross registration?**

|        |            |
|--------|------------|
| Fall   | July 26    |
| Spring | December 1 |
| Summer | May 1      |