

## SOUTHWESTERN OHIO COUNCIL FOR HIGHER EDUCATION Cross Registration Change of Enrollment / Drop Form

*Complete this form according to the instructions provided on the back.  
Information will be shared with host institution.*

Date \_\_\_\_\_

Term Requested \_\_\_\_\_

### Section 1. Personal Information

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Level of degree seeking (circle one): **Associate Undergraduate Graduate Ph.D.**

Local Mailing Address: \_\_\_\_\_

Last Four of SSN: \_\_\_\_\_ Gender \_\_\_\_\_

Home Institution Student ID: \_\_\_\_\_

Major & Minor (if applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Are you an AFRL/DAGSI Ohio student - Faculty Research Fellow? **Yes** or **No**

Have you participated in Cross Registration in previous semesters? **Yes** or **No**

U.S. Citizen? **Yes** or **No** State of Residence \_\_\_\_\_ If Ohio, County \_\_\_\_\_

If yes, how many hours have you earned through the program? \_\_\_\_\_

If international, of which country are you now a citizen? \_\_\_\_\_

**Students requiring accommodations from accessibility services must coordinate with their home Accessibility/Disability Office to verify the availability of services required.**

### Section 2. Courses Requested

Add/Drop	Dept. Prefix & Course #	Section	Day & Time	Credit Hours		Course Title	Instructor/Department Approval (if required)
				Semester	Quarter		

I certify that the information furnished by me is true. I agree to abide by all rules, regulations, practices, and policies of the host institution while enrolled. I authorize the host institution to send a transcript of the cross registration course grades to my home institution.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Section 3. Institution Approvals

I certify that the above named student has the approval of the home institution listed above, is in good standing and is currently enrolled. The courses requested, if successfully completed will be applicable to the student's degree program.

\_\_\_\_\_  
Academic Advisor (Home Institution) Date

\_\_\_\_\_  
Host Instructor/Department (if required) Date

\_\_\_\_\_  
Home Institution Cross Registration Coordinator Date

\_\_\_\_\_  
Host Institution Cross Registration Coordinator Date

### Section 4. Institution Information (to be completed by Home and Host Institution Cross-Registration Coordinators)

HOME INSTITUTION		HOST INSTITUTION	
Institution Name:		Institution Name:	
Phone #	( )	Phone #	( )
Fax #	( )	Fax #	( )
Contact Name:		Contact Name:	
Contact Email:		Contact Email:	



**Cross Registration Program Eligibility**

The Cross Registration Program allows degree-seeking students access to academic opportunities not available at their home institutions to maintain their current home institution program of study. Students enrolled at a college or university within SOCHE may register for courses that are available at other [SOCHE institutions](#) and [GC3 institutions](#).

Desired course(s) must not be available at the home institution during the term the student wishes to enroll and must be course(s) required for the student's program. Generally, most courses, except study abroad, are eligible—subject to space availability, completion of prerequisite courses, and permission of both the home and the host institutions.

**Student Enrollment**

1. Degree-seeking students, who are in good academic standing (as determined by the home institution), may take courses through SOCHE's Cross Registration program. Students are subject to enrollment and eligibility requirements as determined by the host institution.
2. Students requiring accommodations from accessibility services must coordinate with the home Accessibility/Disabilities Office to verify the availability of services required. The home institution will coordinate with the host institution as needed.

**Number of Credits/Courses**

1. Credit hours taken at the host institution may not exceed credit hours taken at the home institution per academic term and are subject to the home registrar approval.
2. Students are restricted to a maximum number of courses/hours per program of study throughout their program course of study.
  - o Associate program: 15 hours
  - o Undergraduate program: 30 hours
  - o Graduate programs: Subject to the discretion of the two institutions
3. The combined course load for a student at both the home and the host institutions may not exceed the full-time course load allowable at the home institution.
4. Students may not register for a course that is available at the home institution during the same term.
5. While completing a program of study, students from two-year institutions may cross-register for courses at four-year institutions and vice versa as long as the courses are required to obtain the associate's, bachelor's, or graduate degree for which the student is currently enrolled at the home institution.
6. Course(s) may be taken for credit only.
7. Course(s) must apply to the degree program in which they are enrolled.

**Registration Procedures**

1. Students can obtain information on courses offered at other institutions by visiting each institution's website or by calling their Cross Registration coordinator. Course registration information includes: course offerings, contact information, registration times, and information on prerequisites and fees.
2. [The Cross Registration Form](#) must be submitted with approvals by host institution's *Last Day to Add/Drop Date*.
  - Any class adds must be completed for both the home and the host institution, following their respective procedures.
  - Any class drops must be completed within the host institution's deadlines and procedures.
3. If proper procedures are not followed, the student will be ineligible for the Cross Registration Program and will be responsible for all charges incurred at the host institution.
4. The home and the host institutions reserve the right to require additional requirements and the right to override eligibility requirements.

**At Home Institution**

1. The student initiates the Cross Registration process at the registration office of the home institution. The student completes the [Cross Registration Form](#) and any other forms required by the home institution.
2. Students requiring accommodations from accessibility services must coordinate with the home Accessibility/Disabilities Office to verify services can be provided required. The services are the responsibility of the home institution.
3. The selected course(s) must be approved and signed by an academic advisor and their Cross Registration coordinator.

**At Host Institution**

1. Students should contact the host institution to determine if space is available in the course(s).
2. After approval has been granted at the home institution, the student takes the approved [Cross Registration Form](#) to the host institution and completes course registration according to the host institution's policies and deadlines.
3. The Cross Registration Form must be submitted and approved by the host institution by the *Last Day to Add/Drop Date* stated by the host institution, otherwise the student will be responsible for all charges.

Visit <https://www.soche.org/cross-registration/> for additional information for the Cross Registration Program.

**SOCHE Cross Registration Participating Member Institutions:** Air Force Institute of Technology, Antioch College, Antioch University Midwest, Cedarville University, Central Michigan University, Central State University, Cincinnati State, Clark State Community College, Edison State Community College, Kettering College, Kettering Foundation, Miami University Regionals, Ohio University, Sinclair Community College, Southern State Community College, Union Institute & University, University of Cincinnati, University of Dayton, Urbana University, Wilberforce University, Wilmington College, Wittenberg University, Wright State University, GC3 member institution.