



Greater Portland Alliance of Colleges and Universities

Cross Registration Application Guidelines

STUDENT INFORMATION (to be completed by student)

Last Name:	First Name:	DOB:	Major:
Home Address:		Anticipated Date Of Graduation:	
City/State/Zip:	Phone Number: ()	SSN:	
E-mail address:		Student ID:	

HOME INSTITUTION (to be completed by student)

<input type="checkbox"/> Kaplan University	<input type="checkbox"/> St. Joseph's College
<input type="checkbox"/> Maine College of Art	<input type="checkbox"/> University of New England
<input type="checkbox"/> Southern Maine Community College	<input type="checkbox"/> University of Southern Maine

COURSE (to be completed by student)

Course Title: _____

Instructor:				Course Meeting Time: (PLEASE FILL IN BELOW)	
Dept. Symbol:	Course Number	Section	Credits	Lecture: Days/Time	Lab: Days/Time
Host Institution:				Semester: Fall 20_____ or Spring 20_____	
<input type="checkbox"/> Kaplan University				<input type="checkbox"/> St. Joseph's College	
<input type="checkbox"/> Maine College of Art				<input type="checkbox"/> University of New England	
<input type="checkbox"/> Southern Maine Community College				<input type="checkbox"/> University of Southern Maine	

PREREQUISITES (to be completed by student)

I have met all prerequisites for this course (please list below)

PROCESS (for office use ONLY)

Home Institution Certification: <input type="checkbox"/> Matriculated <input type="checkbox"/> Non-matriculated employee <input type="checkbox"/> Course will be audited Student meets the following prerequisites as enumerated in the host institution's catalogue: _____ _____ Approval Signature _____ (Date) _____ _____ (Home Registrar) _____ (Date)	Host Institution: <input type="checkbox"/> Student registered <input type="checkbox"/> Does not have faculty permission <input type="checkbox"/> Course not scheduled <input type="checkbox"/> Course cancelled <input type="checkbox"/> Course oversubscribed <input type="checkbox"/> Student registered on contingent basis, subject to completion of the following requirements: _____ _____ <input type="checkbox"/> Other (Please Specify) _____ _____
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<input type="checkbox"/> Registration is Complete _____ _____ (Registrar's Initials) _____ (Date)	<input type="checkbox"/> Course dropped _____ _____ (Registrar's Initials) _____ (Date)	<input type="checkbox"/> Withdrawn from course _____ _____ (Registrar's Initials) _____ (Date)
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*** I have read and agree to the guidelines governing the Greater Portland Alliance of Colleges and Universities (available in the Registrar's office at your home institution or online at www.GPACU.org).

Student Signature: _____ DATE: _____

Academic Advisor Signature: _____ DATE: _____
(If Required)

Host Instructor Signature: _____ DATE: _____
(If Required)



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Cross Registration Application Guidelines

Purpose of Cross-Registration:

Cross-registration benefits students at Alliance member schools by expanding the number and kinds of courses available to them. Cross-registration supplements the course offerings at each member school, so that students may take courses that would not otherwise be available to them.

Eligibility:

Home Institution

- The student must meet the definition of "matriculated student" at the Home institution (including the cross-registered course).
- Students on formal exchange programs are considered matriculated if they meet the matriculation requirements of their Home institution.
- Be in good academic standing.
- Have approval of appropriate academic authorities at the Home institution.
- Not be a first-semester freshman.
- Meet all other requirements established by the Home institution.

Host Institution

- The student must follow Alliance procedures for cross-registration.
- Enrollment is on a space-available basis.
- The student must meet course prerequisites (or equivalents) set by the Host school.
- The student must gain approval from the appropriate academic authorities, if required by the Host institution.

Courses covered:

All courses are eligible with the following exceptions:

- Non-Credit courses and non-degree program courses.
- Graduate courses.
- Any course offered outside the normal academic year – e.g., summer, inter-session.

Response:

- After receiving your cross registration form(s), your home institution's registrar will process your application and forward it to the host institution for approval.
- In most cases, your home institution's registrar will notify you once the host institution processes your application. However, please check with your home institution registrar to confirm response method.

Tuition and Fees:

- Tuition is paid to your home institution.
- Course fees (for lab and/or materials) are paid to the host institution.
- Host institution service fees may be applicable. Consult with your host institution for further details.

Dropping or Withdrawing from a course:

You may drop or withdraw from a course based on the policy and procedures of your home institution. Consult with your home institution's registrar.

Other Limits:

- Each student is limited to three courses per year and a total of five courses over the period of the student's undergraduate studies.

Calendar Reminders:

- There are academic calendar differences among the GPACU schools.
- Students are expected to meet host institution calendar expectations (*i.e.* holidays and vacation periods may differ but students are expected to be in class at the host institution even if the home institution is not in session).
- Calendar differences may result in a wait of processing grades from the host institution. This may result in a delay in verifying the completion of the graduation requirements. Consult with your home institution's registrar about this.