

**WESTERN NEW YORK CONSORTIUM
UNDERGRADUATE CROSS REGISTRATION REQUEST FORM
(For Full Time Matriculated Students Only)**

Semester: Fall 19____
Spring

Date _____
Month Day Year

Print Name _____
Last First Middle

Local Address _____
Number and Street City State Zip

Social Security Number _____ Local Tel. No. _____

Full Time Student at _____
Name of Home Institution

Request to Cross Register at _____
Name of Visiting Institution

Course Requested (Maximum of one course) which is not regularly offered at home institution:

Dept. & Course Number:	Descriptive Title:	Sem. Hrs. Credit:

Home Institution Approval: _____
Signature of Advisor or Dept. Chairman (if required)

Signature of Cross Registration Officer (REQUIRED)
(REGISTRAR'S OFFICE)

IMPORTANT INFORMATION FOR STUDENTS — PLEASE READ CAREFULLY AND SIGN BELOW

1. Students must abide by the rules and regulations and deadlines of the institution where he/she cross registers.
2. Students may cross register **only** for the approved course listed on this form. One course limit per semester.
3. Students must continue as full time students at their home institution during the semester in which they cross register in order to be eligible to receive credit through the cross registration program. Any student who drops below full time status will forfeit any credits earned at the visiting institution.
4. Students may register only for UNDERGRADUATE courses.
5. Students may **not** register for Independent Study.
6. Credit hours and grade count toward cumulative average.
7. There is no cross-registration program during the Summer.

GRADES WILL BE FORWARDED TO THE HOME INSTITUTION AND A GRADE REPORT WILL BE SENT TO THE STUDENT BY THE VISITING INSTITUTION.

I have read and agree to abide by the above regulations for cross registration

Student Signature Date

COPIES OF THIS FORM SHOULD BE DISTRIBUTED AS FOLLOWS:

1. Student should give **original and yellow** copy to **Cross Registration Officer** (Registrar's Office) at the visiting institution (**DO NOT GIVE TO FACULTY MEMBER**).
2. **Pink** copy should be retained by the home institution Cross Registration Officer.
3. Cross Registration Officer at visiting institution should **retain yellow copy directly to home institution after student is officially registered.**