Western New York Consortium

Undergraduate Cross-Registration Agreement

For full-time matriculated students only. Please print legibly or complete electronically.

Student information

Date _____

Last name _____ First name _____ M.I. _____

Social Security # _____ Student ID # _____ Date of birth _____

Personal student information is treated confidentially and consistent with the Family Educational Rights and Privacy Act (FERPA), the NYS Cyber Security Policy P03-002: Information Security Policy, and is compliant with NYS General Business Law Section 399-ddd.

Email address _____

Permanent address _____ County _____

City _____ State _____ ZIP _____ Phone _____

Local address _____ County _____

City _____ State _____ ZIP _____ Phone _____

Cross-registration details

Semester ☐ Fall ☐ Spring Year _____

Have you previously cross-registered at the host institution? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you ever been dismissed or suspended from a college for disciplinary reasons? ☐ Yes ☐ No

Home institution _____

Host (visiting) institution _____

Course request

Limit one course. Independent study and tutorials are not permitted.

Host course / section	Host course title	Host credits	Home course equivalent*	Home credits*

* To be completed by the home institution.

Required signatures

I have read and understood the terms and conditions on the reverse side. By signing, I give permission for the host institution to share course information with the home institution. Enrollment changes may affect my financial aid for current or future terms. I will consult my Financial Aid Office about eligibility, including satisfactory academic progress. I understand I may cross-register only for the approved course(s) listed on this form.

Student signature _____

Academic advisor signature _____

The above student is in good academic standing and is expected to be full-time for the term in question. I recommend approval based on the course equivalents and credit hours above.

Home institution signature _____ Title _____ Date _____

Host institution signature _____ Title _____ Date _____

For office use only

Home ID _____ Date _____ Initials _____ Denied _____

Host ID _____ Date _____ Initials _____ Reason _____

Western New York Consortium

Cross-registration student guidelines

For full-time undergraduate students in fall and spring

Home institution	The institution where you are matriculated.
Host institution	The institution where you are seeking to take additional courses.

1. You must be a full-time matriculated undergraduate student at your home institution to waive tuition at the host institution.
2. You are limited to one undergraduate cross-registered course per semester, subject to individual campus rules. Your home institution must approve exceptions. Additional tuition and fees may apply. Independent study and tutorials are not permitted.
3. Both institutions must approve your registration. You are responsible for ensuring that the course meets your degree requirements. If you change your major or minor, the course may no longer count toward your degree.
4. Even with instructor permission or all prerequisites and corequisites satisfied, you must complete registration through the appropriate host institution office to be officially registered.
5. Registration dates and deadlines vary. Contact the host institution for dates, deadlines, and the offices responsible for signing your form.
6. You are responsible for attendance and academic requirements even if the home and host calendars do not coincide.
7. Your signature authorizes the host institution to release your grades or transcripts to the home institution at semester end.
8. Enrollment changes, including dropping below full-time, may affect current or future financial aid. Consult your Financial Aid Office about eligibility and satisfactory academic progress.
9. If you withdraw, notify the appropriate offices on both campuses, including the Registrar, Student Accounts, and Financial Aid. Failure to do so can result in a failing grade at the host institution.
10. Your signature indicates agreement to all host institution regulations, including parking, attendance, and library rules. The host may also impose restrictions based on seat availability. Check these rules before registering.
11. Each institution gives its own students priority. Popular courses may be closed to cross-registrants due to space limitations.
12. The agreement does not cover mini-semester, winter term, or summer session.
13. You are responsible for course-related fees above tuition, including lab fees.
14. If you drop below full-time at your home institution, you are liable for the full tuition and fees for the host course.
15. You must meet Health Center requirements at both institutions, including immunization records and physical exams, even when requirements differ.
16. Community colleges may require residency documents. You may need a Certificate of Residency from the county of your permanent residence. The original form lists www.comptroller.nyc.gov/bureaus/adm/cora.shtm.
17. Registration is your responsibility. Confirm how the host institution processes your form and enrollment and what additional information or paperwork it requires.

How to process your cross-registration

1. Seek advisement on your proposed course and consider whether it meets your degree requirements.
2. Obtain your academic advisor’s signature on this form and on UB’s Cross Registration Academic Advisor Review Form at http://registrar.buffalo.edu/pdfs/crossRegAcademicAdvisorReview.pdf.
3. Obtain the signature of the appropriate home institution official responsible for cross-registration (UB Student Response Center).
4. Obtain the signature of the appropriate host institution official responsible for cross-registration (Registrar, Student Accounts, etc.).
5. Complete any application forms required by the host institution.
6. Return the completed agreement to your home institution immediately upon registering at the host institution. Failure to return it will result in your not being registered for the intended cross-registered course(s).