



HVCC - Hudson Mohawk Cross-Registration Form

Cross-Registration HVCC Student Information

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ HVCC ID Number: _____

Major: _____ Student Class: _____

Foreign/Permanent Address: _____ Local Address: _____

Street Address

Street Address

City, State, Zip

City, State, Zip

Home Phone Number: _____ Cell Phone Number: _____

HVCC Required Signatures

Student Signature: _____ Date: _____

The above student is in good academic standing and is expected to be a full-time student for the term in question. I recommend approval of this request.

HVCC Advisor's Signature: _____ Date: _____

The below course request for cross-registration is approved.

HVCC Registrar: _____ Date: _____

Host Campus/Institution Information

Host Campus/Institution: _____

Semester/Quarter: _____ Year: _____

Cross-Registration Course Title: _____

Course Subject Code: _____ Section Number: _____ Number of Credits: _____

Have you cross-registered at this institution before? Yes No

Host Institution Registrar Signature: _____

INSTRUCTIONS FOR COMPLETING THE CROSS-REGISTRATION APPLICATION

1. Please supply all information requested. If you have any questions, contact the Registrar's Office.
2. Obtain the approval and signatures from your advisor/department and the Registrar's Office BEFORE you go to the host campus/institution.
3. Take the form to the host campus/institution registrar.
4. Leave one copy at the host campus/institution.
5. Return a copy to the HVCC Registrar's Office. Failure to return the form will result in not being registered for the intended cross-registered course(s).
6. The HVCC Registrar's Office will provide a copy to the student.

HMA Cross-Registration Student Guidelines for Students (fall and spring)

HVCC = the institution where you are matriculated

Host Campus/Institution = the campus/institution to which you are planning to cross-register

Host Campus/Institutions:

Albany College of Pharmacy
The College of Saint Rose
Green Mountain College
Maria College
Rensselaer Polytechnic Institute
The Sage Colleges
Siena College
Southern Vermont College
Skidmore College
Union College

Guidelines:

1. You must be a matriculated student in good standing at HVCC in order to cross-register at the host campus/institution.
2. You must be full-time between HVCC and the host campus/institution.
3. You can cross-register for 50% of your overall course load, not to exceed two (2) courses.
4. The cross-registered course must be one that is not available at HVCC (cannot be listed in the HVCC College Catalog).
5. A cross-registered course does not need to count for your HVCC degree. However, if you are a financial aid recipient, you are responsible for ensuring that the course(s) you register for meet the requirements of your degree. If you change your major, the courses you cross-register for may no longer count toward degree requirements.
6. You must have the approval of both HVCC and host campus/institution.
7. Please NOTE: even if you have the permission of the instructor or have satisfied all pre-requisites/co-requisites necessary for enrollment at the host campus/institution, you must still complete the registration process through the appropriate office at the host institution to be considered officially registered in a course.
8. Registration dates and deadlines vary by host campus/institution. You are responsible for contacting the host campus/institution for registration related dates and deadlines and determining which office(s) are responsible for signing your form.
9. You will be responsible for the attendance and academic requirements of the course even if HVCC and host campus/institution calendars do not coincide.
10. Your signature on the Cross-Registration Agreement is considered approval for the host institution to automatically release grades/transcripts to HVCC at the end of the semester.
11. Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time). Please consult the Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.
12. You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s) (Registrar, Student Accounts, Financial Aid, etc.). Failure to do so can result in a failing grade at the host campus/institution.
13. Your signature on the Cross-Registration Form indicates your agreement to abide by all regulations imposed by the host campus/institution (parking, attendance, library rules, etc.). In addition, the host campus/institution may apply rules and regulations to incoming students as it deems necessary (e.g., restrictions on classes based on seat availability). Be sure you are aware of those rules before you cross-register.
14. Home campus/institution students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
15. Mini-semester, Winter Term, and Summer Sessions are not covered by the Cross-Registration agreement.
16. All course-related fees in excess of tuition are the responsibility of the student (e.g., lab fees, parking).
17. Please be advised that if you drop below full-time at HVCC, you will be liable for tuition at the host campus/institution.
18. Any Health Center (immunization/records/physical exam, etc.) requirements must be met at BOTH institutions, even if they differ.
19. Registration is the responsibility of the student. You must check with the host campus/institution to confirm how they plan to process your form, enrollment, and any necessary additional information or paperwork required to complete the enrollment process.