



## CRC Cross-Registration Instructions

**Purpose:** The cross-registration of students among the six CRC members was one of the founding principles of this consortium, which began in 1968. It is designed to allow students to take courses not available at their home institution, to facilitate graduation and to explore other campuses to enrich their college experience.

**Institutions Involved:** Meredith College, NC State University, Saint Augustine's University, Shaw University, Wake Technical Community College, and William Peace University

**Basic eligibility:** Full-time undergraduate students taking courses in the fall and spring semesters. An agreement was reached between Meredith College and NC State University in 1989 approving cross registration at the graduate level. Wake Tech students must be enrolled as college transfer students unless approved by their program dean. There is no additional cost to students if they are paying full-time tuition at their home institution. Students do pay special course fees (labs, etc.) just as all students do in courses with special fees. If graduating the semester you are cross registering, be aware grades may not be available prior to your graduation date which may delay the processing of your degree.

**Restrictions:**

- Not available for part-time students.
- Not available for summer school.
- Not available for fee-based courses.
- Each institution puts its own limit on the number of courses a student can take at another institution in order to meet graduation requirements.

**Process:**

A student works with their adviser to identify the need or desire to take a course not being offered at their home institution.

The student and/or adviser then searches the course offerings at the other CRC institutions to see if a course is available that meets the requirements for the student's academic major and/or graduation.

When the adviser and any other appropriate personnel have approved the course selection, the student must complete the *Cross Registration Approval Form*, making sure the form is signed by the appropriate departments. The form can be sent via email to the Registrar's Office. The Registrar forwards the form to the appropriate college or university office to complete approval with the visiting institution.

Each institution sets up its own priority system for allowing students into courses. In most cases, Students from the home institution have priority over students from other campuses.

Students will be notified by email and/or written notice once approved by the visited institution. Once approved additional steps may be required, Please see the cross-registered institution's website or the CRC website for additional instructions.

Registration for cross registered courses will close on the drop/add deadline for the visited institution. Please be aware drop/add dates differ across the CRC member institutions please reference the academic calendars of the institution in advance of completing the *Cross Registration Approval Form*.



## Disability Services Policy

Students planning on enrolling in courses through Cooperating Raleigh College's Cross Registration Program may request accommodations for documented disabilities. The following steps must be taken to receive accommodations at a cross-registered institution:

1. Students will contact their home institution's Disability Services Office about desire to take a cross-registered course.
2. Consent for release of information is obtained by the student's home institution and signed by the student.
3. The home institution's Disability Services Office will email the other CRC institution:
  - a. From a .edu email account
  - b. Include student's name and date of birth
  - c. Include student's diagnosis(es)
  - d. Include approved accommodations
  - e. If additional documentation or information is needed, a request will be made by email
4. Students are required to make contact with and follow the procedures to initiate accommodations at the visiting CRC Institution. Students are encouraged to begin this process as early as possible to ensure the timely provision of accommodations. Questions concerning the need to submit documentation should be addressed with the home institution.

The hope is that, with the policy, we can eliminate a more tedious process for students having to provide documentation twice, and Disability Services Offices can share needed information to best assist the students.



# Cross Registration Approval Form

Name: \_\_\_\_\_ **Home Institution:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ **Institution you will Visit:** \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

Sex: Male      Female      Other      Prefer not to answer

**APPLICANT'S ETHNIC GROUP:** Ethnic identification is required by the Office of Civil Rights of the Department of Health Education and Welfare to assure compliance with the Civil Rights Act. Ethnic origin is not a factor in admission; all applications are considered without reference to sex, creed, or race.

White (Not Hispanic Origin)      American Indian or Alaskan native      Black (Not Hispanic Origin)      Asian/Pacific Islander      Hispanic

Legal Residence:

County      State      Country  
 Citizenship:      U.S. Citizen      Non-Resident Alien      Resident Alien      Place of Birth:

Are you attending, or have you attended the institution to be visited?      Yes      No

Date last attended?      Classification:      Undergraduate      Graduate

Date you desire to attend:      Fall 20      Spring 20      Expected Graduation Date:

Number of credit hours for which you will be enrolled for above semester:      Home Institution:

Visited Institution:

Courses to be taken at visited campus:

Dept. Abbreviation	Course Number	Section	Course Name	Credits	Hour and Day
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By signing and dating this form, I consent to the sharing of all my education records (FERPA-protected information) among the home and host institutions.

Student Signature      Date      Visited Institution Registrar Signature      Date

Approval of Faculty Advisor - Home Institution (Pre-requisites have been verified.)      Date      Approval of School Dean /Division Head Home Institution      Date

Approval of Registration Office - Home Institution      Date

Approval of Department Head (Meredith Students Only)      Date