Cross Registration Guidelines for UAlbany Undergraduate and Graduate Students

The following conditions apply to all students who wish to use the Cross-Registration option:

- You must be a full time matriculated student and take at least one-half of your semester load at your home campus.
- You must have the approval of your home campus.
- The proposed course is not offered by this University at anytime.
- Please NOTE: even if you have the "permission of the instructor" at the host school, you must still go through the host school's Registrar's Office to be considered "registered" in a course.
- You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
- Your signature on the Cross-Registration form is considered approval for grades/transcripts to be automatically sent to your home institution at the end of the semester.
- YOU are responsible for notifying the registrars on BOTH campuses if you withdraw from a course(s). Failure to do so can result in an academic failing grade from the host institution.
- Your signature on the Cross-Registration form indicates your agreement to abide by all regulations imposed by the host institution (parking, attendance, library rules, etc.) In addition the host institution may apply rules and regulations to incoming students as it deems necessary. Be sure you are aware of those rules before you cross-register.
- Home campus students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
- Mini-semester, January term, and Summer Session are not covered by the general cross-registration agreement.
- All fees in excess of tuition are also the responsibility of the student, i.e., lab fees, etc.

**STEPS: Cross Registration Forms Available at Registrar's Office CC B-52**

1. Determine if the proposed course is offered by this University at anytime. **Undergraduates:** may use the transfer equivalency database at [www.albany.edu/registrar](http://www.albany.edu/registrar) to verify the other institution's course does NOT have an exact equivalency at UAlbany. **Graduates:** The course will only be acceptable and applicable as elective credit toward your program of study.
2. Obtain a signature from your academic advisor on the front of this form.
3. Obtain an authorizing signature from the Cross Registration Coordinator in the Registrar's Office, CC B-52.
4. Take signed form to Registrar's Office at the other institution where you will register for their course and obtain the signature of the "Host Institution."
5. Bring the completed form back to the UAlbany Registrar's Office at which time you will be registered for the appropriate UAlbany Cross-Registration course. You must do this by no later than the Last Day to Add a Semester Length course with a permission number as listed in that semester's UAlbany Academic Calendar. FAILURE TO RETURN THE FORM will mean you are NOT REGISTERED and will NOT RECEIVE CREDIT for participation in Cross-Registration.