



# Greater Portland Alliance of Colleges and Universities

## Cross Registration Application Guidelines

### STUDENT INFORMATION (to be completed by student)

Last Name:	First Name:	DOB:	Major:
Home Address:		Anticipated Date Of Graduation:	
City/State/Zip:	Phone Number: (     )	SSN:	
E-mail address:		Student ID:	

### HOME INSTITUTION (to be completed by student)

<input type="checkbox"/> Maine College of Art	<input type="checkbox"/> University of New England
<input type="checkbox"/> Southern Maine Community College	<input type="checkbox"/> University of Southern Maine
<input type="checkbox"/> St. Joseph's College	<input type="checkbox"/>

### COURSE (to be completed by student)

Course Title: \_\_\_\_\_

Instructor:				Course Meeting Time: (PLEASE FILL IN BELOW)	
Dept. Symbol:	Course Number	Section	Credits	Lecture: Days/Time	Lab: Days/Time
Host Institution:				Semester: Fall 20_____ or Spring 20_____	
<input type="checkbox"/> Maine College of Art				<input type="checkbox"/> University of New England	
<input type="checkbox"/> Southern Maine Community College				<input type="checkbox"/> University of Southern Maine	
<input type="checkbox"/> St. Joseph's College				<input type="checkbox"/>	

### PREREQUISITES (to be completed by student)

I have met all prerequisites for this course (please list below)

\_\_\_\_\_

### PROCESS (for office use ONLY)

<p><b>Home Institution Certification:</b></p> <p><input type="checkbox"/> Matriculated</p> <p><input type="checkbox"/> Non-matriculated employee</p> <p><input type="checkbox"/> Course will be audited</p> <p>Student meets the following prerequisites as enumerated in the host institution's catalogue:</p> <p>_____</p> <p>_____</p> <p>Approval Signature _____ (Date) _____</p>	<p><b>Host Institution:</b></p> <p><input type="checkbox"/> Student registered</p> <p><input type="checkbox"/> Does not have faculty permission</p> <p><input type="checkbox"/> Course not scheduled</p> <p><input type="checkbox"/> Course cancelled</p> <p><input type="checkbox"/> Course oversubscribed</p> <p><input type="checkbox"/> Student registered on contingent basis, subject to completion of the following requirements:</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Other (Please Specify)</p> <p>_____</p> <p>_____</p>
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<p><b>Home Institution:</b></p> <p><input type="checkbox"/> Registration is Complete</p> <p>_____ (Registrar's Initials) _____ (Date)</p>	<p><input type="checkbox"/> Course dropped</p> <p>_____ (Registrar's Initials) _____ (Date)</p>	<p><input type="checkbox"/> Withdrawn from course</p> <p>_____ (Registrar's Initials) _____ (Date)</p>
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\*\*\* I have read and agree to the guidelines governing the Greater Portland Alliance of Colleges and Universities (available in the Registrar's office at your home institution or online at [www.GPACU.org](http://www.GPACU.org)).

Student Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_  
(If Required)

Host Instructor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_  
(If Required)



# Greater Portland Alliance of Colleges and Universities

## Cross Registration Application Guidelines

### Purpose of Cross-Registration:

Cross-registration benefits students at Alliance member schools by expanding the number and kinds of courses available to them. Cross-registration supplements the course offerings at each member school, so that students may take courses that would not otherwise be available to them.

### Eligibility:

#### Home Institution

- The student must meet the definition of "matriculated student" at the Home institution (including the cross-registered course).
- Students on formal exchange programs are considered matriculated if they meet the matriculation requirements of their Home institution.
- Be in good academic standing.
- Have approval of appropriate academic authorities at the Home institution.
- Not be a first-semester freshman.
- Meet all other requirements established by the Home institution.

#### Host Institution

- The student must follow Alliance procedures for cross-registration.
- Enrollment is on a space-available basis.
- The student must meet course prerequisites (or equivalents) set by the Host school.
- The student must gain approval from the appropriate academic authorities, if required by the Host institution.

### Courses covered:

All courses are eligible with the following exceptions:

- Non-Credit courses and non-degree program courses.
- Graduate courses.
- Any course offered outside the normal academic year – e.g., summer, inter-session.

### Response:

- After receiving your cross registration form(s), your home institution's registrar will process your application and forward it to the host institution for approval.
- In most cases, your home institution's registrar will notify you once the host institution processes your application. However, please check with your home institution registrar to confirm response method.

### Tuition and Fees:

- Tuition is paid to your home institution.
- Course fees (for lab and/or materials) are paid to the host institution.
- Host institution service fees may be applicable. Consult with your host institution for further details.

### Dropping or Withdrawing from a course:

You may drop or withdraw from a course based on the policy and procedures of your home institution. Consult with your home institution's registrar.

### Other Limits:

- Each student is limited to three courses per year and a total of five courses over the period of the student's undergraduate studies.

### Calendar Reminders:

- There are academic calendar differences among the GPACU schools.
- Students are expected to meet host institution calendar expectations (*i.e.* holidays and vacation periods may differ but students are expected to be in class at the host institution even if the home institution is not in session).
- Calendar differences may result in a wait of processing grades from the host institution. This may result in a delay in verifying the completion of the graduation requirements. Consult with your home institution's registrar about this.