

# New York Six Liberal Arts Consortium

Colgate University | Hamilton College | Hobart and William Smith Colleges | St. Lawrence University | Skidmore College | Union College

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## Cross-Registration Guidelines

As collaborative instructional opportunities grow through Consortium activities, there will be an increasing number of course options open for cross-registration by students enrolled as full-time matriculated students at one of the New York Six member schools. Note that cross-registration will not be an option for all course offerings, but only those included in the list approved for New York Six Cross-Registration (see below). *Right now, these include only undergraduate language courses offered through an instructional model that would allow participation from students outside the instructor's home institution.* In addition, enrollment in some courses may be restricted by the campus offering the course. Normally, students do not begin taking courses through the Consortium until after the first semester of freshman year.

### Procedures

Requests for registration in courses on another campus are handled through the registration office of the student's home campus, following home campus procedures. Enrollment is not official until confirmed by the host campus via the campus online registration system.

Students may request enrollment in a course at another campus during pre-registration, following procedures at their home campus. Requests to add or drop courses may be made during the student's host campus add/drop period. During the add/drop period, additional documentation and/or instructor permission may be required.

If permission is required for registration, consult with the instructor of record and provide proof of the instructor's approval according to the home campus registrar's policy.

Final grades are transmitted from the host campus (where the course was offered) to the registrar at the student's home campus in order to be recorded on the student's home campus transcript, per the home institution's policy (i.e. "home" credit verses "transfer" credit).

Students pursuing coursework through the New York Six Cross-Registration option must make arrangements to complete work missed due to any calendar differences between institutions. They should do so at the start of the term. Instructors are not required to make these special arrangements.

### Regulations

Students taking a course through the New York Six Cross-Registration option are subject to the academic regulations of the hosting campus. It is the responsibility of the student to be familiar with the pertinent regulations of the host institution, including those for attendance, academic honesty, grading options (including incompletes) and deadlines for completing coursework and taking examinations. The student's home institution will be responsible for tuition, fees<sup>1</sup>, room and board billing as well as the administration of federal, state and/or institutional financial aid.

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<sup>1</sup> An exception to this is any Hindi course taken through Syracuse University that falls under the purview of the "Affiliation Agreement for Shared Course Instruction in Hindi" which explicitly states in section 10. that "[t]he

## Policy Links

Colgate University: <http://www.colgate.edu/offices-and-services/registrar/registration/current-students/new-york-six>

Hamilton College: <http://www.hamilton.edu/catalogue/academic-regulations>

Hobart and William Smith Colleges: <http://www.hws.edu/catalogue/policies.aspx>

St. Lawrence University: <http://www.stlawu.edu/sites/default/files/resource/catalog1617.pdf>

Skidmore College: <http://catalog.skidmore.edu/>

Union College: <http://catalog.union.edu/content.php?catoid=2&navoid=79>

Syracuse University<sup>2</sup>: <http://www.syr.edu/currentstudents/studenthandbook/>

## **Instructions**

1. After a student has identified the course for which he/she wishes to cross-register, the student must obtain the signed approval of his/her program advisor. This ensures that the course satisfies the student's program and credit-hour requirements. The student is responsible for making sure that he/she has met the pre-requisites of the course they wish to take. **All signatures are required for each course selected.**

2. Next, the student must obtain the signature of the home institution Registrar to verify full-time matriculated status. **Students pursuing enrollment in Hindi courses offered through the Shared Course Agreement with Syracuse University must submit their completed cross-registration form to their home institution Registrar at least two weeks prior to the start of classes for SU's term. Students are strongly encouraged to submit their cross-registration request as soon as possible, as space is limited and may be confirmed on a first-come, first-served basis.**

3. The student submits<sup>3</sup> the cross-registration form to the Registrar at the host institution to register for the course. CROSS-REGISTRATION STUDENTS ARE ADMITTED TO A COURSE ON A SPACE AVAILABLE BASIS ONLY. Cross-registration forms will be honored prior to the end of the drop/add period of the host institution.

4. **To drop a host institution's course for which you are cross-registered, you must notify the Registrar of your home school and host institution and follow the procedures outlined by the host school for dropping or withdrawing from a course. Please note: If a student withdraws from a course through this cross-registration procedure, then the student's HOME Registrar ( or main contact at the home institution), must inform the HOST Registrar (or main contact at the host institution), to ensure the student is dropped from the course at BOTH institutions (updated 05/17).**

5. In general, institutions in the Consortium schedule different starting and ending dates and vacations, consistent with their own academic calendars. The student is responsible for arranging to keep up with coursework despite calendar disjunctions. Grades may not be available prior to a student's commencement date and may delay graduation. Prior to enrolling, graduating students are advised to review this issue with appropriate officials at their home institution.

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Institution of Instruction is responsible for establishing any course fees and for collecting those from students directly, if applicable."

<sup>2</sup> Syracuse University's (SU's) policies apply only to Hindi courses taken through SU as part of the "Affiliation Agreement for Shared Course Instruction in Hindi."

<sup>3</sup> This does NOT apply to Hindi courses taken through SU. In this case, the student's home institution Registrar will recommend students for enrollment by SU, so the student should not submit the form to SU directly, but rather to their home institution Registrar at least 2 weeks in advance of the first day of classes at SU.

**6. Students must sign this form in order to have an official transcript forwarded to their home school.** Please provide the address to which the transcript should be mailed. The host institution will provide a transcript to the home institution at no cost to the student for transfer credit purposes.

7. Students will be enrolled as part-time, non-matriculated students at the host institution, and must abide by the host institution's attendance regulations and policies for adding, dropping, withdrawing, incomplete grades, etc.

8. Students may have to pay any special fees such as activity fees, etc. which may be assessed by the host institution. Additionally, a cross-registration fee may be charged by member institutions.