

# SUNY MORRISVILLE

— EST. 1908 —

## CROSS REGISTRATION COURSE APPROVAL FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Morrisville ID (M#) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Morrisville E-mail Address: \_\_\_\_\_

Cross-Registration Semester: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Year: 20\_\_\_\_\_

Name of SUNY Host Institution: \_\_\_\_\_

SUNY Host Institution			SUNY Morrisville	
Course and Section Number	Course Title	Credit Hours	Course Equivalency	Credit Hours

**Signatures below are REQUIRED**

I have read and understood the terms and conditions of this cross-registration agreement (on the reverse side). By signing I give permission for the Host institution to share course information with the Home institution. I am also aware that enrollment changes may impact my eligibility for financial aid for the current term and/or future terms. I will consult my Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above student is in good standing and is expected to be a full-time student for the term in question.  
 I Recommend \_\_\_\_\_ Do Not Recommend \_\_\_\_\_ approval of this request based on the course equivalents and credit hours above.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I Approve \_\_\_\_\_ Do Not Approve \_\_\_\_\_ the cross registration request as outlined above.

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete the online cross registration form [www.suny.edu/crossregister](http://www.suny.edu/crossregister)  
 The completed Course Approval form must be uploaded to the SUNY Cross Registration site.

## SUNY Morrisville Cross-Registration Guidelines

SUNY Morrisville supports students who wish to cross-register for a course at another SUNY College. Cross registration is primarily intended to resolve scheduling conflicts for required courses that would delay timely program completion. By providing access to required courses at other SUNY campuses, cross registration allows students to complete requirements in situations where a course or courses are unavailable at their home campus.

**Home Institution** = the institution where you are matriculated.

**Host Institution** = the institution you are seeking to take additional courses with.

1. Students must be in good academic standing and be registered for at least half of the credits at their home institution (e.g. enrolled in a minimum of 6 credit hours at Morrisville) to cross-register.
2. Only courses that will transfer into your program will be approved. Credit courses must be applicable toward the student's degree at Morrisville State College as a required or elective course for their primary degree or certificate.
3. SUNY cross-registration is offered only for fall and spring semesters. Winter and summer courses are not included.
4. Credits earned through cross-registration are recorded on the Morrisville transcript as a transfer course.
5. Cross-registered courses do not count towards residency course requirements for graduation.
6. You must have the approval of the Home and the Host institution. You are responsible for ensuring that the courses meet the requirements of your degree.
7. Please be advised that even if you have the permission of the instructor or have satisfied the pre-requisites necessary for enrollment at the Host institution, you still need to fill out the Online SUNY cross-registration form in order to be considered to be officially cross-registered on the course.
8. Registration deadlines vary by college. Students are responsible for contacting the host institution for registration related dates and deadlines.
9. If you are not enrolled for a minimum of 12 credit hours applicable to your degree (combined enrollment between your Home and Host institution) by the date in which you incur full liability, you may be disqualified for certain aid programs (e.g. TAP, Excelsior Scholarship, etc.).
10. If you drop a course and your combined load is less than 12 credit hours, then you may be liable as the Financial Aid may have to be adjusted.
11. Student's submission of the cross-registration form through the secured online form will allow both institutions to communicate to coordinate the cross-registration process. Please have all the information about the course you intend to cross-register (course number, course title, credit hours, etc.) prior to submitting the form.
12. Any immunizations requirements by the Host institutions are the responsibility of the student.
13. Students seeking to register at a Community College must also comply with the Certificate of Residency requirement for the Host College.
14. Cross-registering for a course is the responsibility of the student. Once you submit your online cross-registration form, you must check your email for communications from the Home and the Host institutions.
15. Students must adhere to the Host institution academic policies and procedures like dropping a course, adding a course, withdrawing from the Host institution, attendance, grades, etc. All students taking a course at another SUNY college must abide by all appropriate regulations, honor systems, parking regulations and the like at the host institution.