

University at Albany

Albany Law School

Cross Registration Agreement

PLEASE PRINT LEGIBLY

Last Name: _____ First Name: _____ Middle Initial: _____

*Social Security #: _____ - _____ - _____ Student ID#: _____ DOB: ____/____/____

**Personal student information is treated confidentially and consistent with the Family Educational Rights and Privacy Act (FERPA), the NYS Cyber Security Policy P03-002: Information Security Policy, and is compliant with NYS General Business Law Section 399-ddd.*

E-mail Address: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Local Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Cross-Registration Semester: Fall: ____ Spring: ____ Year: 20 ____

Have you previously cross-registered at the host institution? Yes ____ No ____

Have you ever been convicted of a felony? Yes ____ No ____

Have you ever been dismissed/suspended from a college for disciplinary reasons? Yes ____ No ____

Name of Home Institution: _____

Name of Host Institution: _____

Host Institution Course# and Section#	Host Institution Course Title	Host Institution Credit Hours	Home Institution Course Equivalency – to be completed by the home institution.	Credit Hours at Home Institution

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 exchange enrollment, grade, and financial information with the Home institution. I understand that my current registration is for non-degree study and that my enrollment in this course/these courses does not guarantee my admission as a degree seeking student. In order to matriculate, I must file a formal application with the appropriate admissions office and meet admissions requirements. 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. I certify to the best of my knowledge that the information above is correct and true.

Student Signature: _____ Date: _____

Advisor or Chair or Dean Signature (discretion of home campus): _____

The above student is in good academic standing and is expected to have a course load equivalent to full time status between the Home and the Host institution. I recommend approval of this request based on the course equivalents and credit hours above.

Home Institution Signature: _____ Title: _____ Date: _____

Host Institution Signature: _____ Title: _____ Date: _____

Denied: _____
Reason: _____

Initials: _____
Initials: _____

Date: _____
Date: _____

HOME ID: _____
HOST ID: _____

Processed By Home Institution
Processed By Host Institution

UA-ALBANY Cross Reg. Form

UA-Albany Law School Cross-Registration Agreement Guidelines for Graduate Students (Fall and Spring)

Home Institution = the institution where you are matriculated.

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

1. You must be a full-time matriculated student and take at least one-half of your semester credits at your home institution in order to waive tuition at the host institution.
2. The proposed course(s) cannot be offered by the home institution. If the home campus offers a comparable course, even if not scheduled during the desired term or time of enrollment, then cross registration will not be approved.
3. You must have the approval of both the home and host institution. You are responsible for ensuring that the course(s) you register for meet the requirements of your degree. If you change your major/minor, the courses you cross-register for may no longer count toward degree requirements.
4. Please NOTE: even if you have the permission of the instructor or have satisfied all pre-requisites/co-requisites necessary for enrollment at the host institution, you must still complete the registration process through the appropriate office at the host institution to be considered officially registered in a course.
5. Registration dates and deadlines vary by college. You are responsible for contacting the host institution for registration-related dates and deadlines and determining which office(s) are responsible for signing your form.
6. You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
7. Your signature on the Cross-Registration Agreement is considered approval for the host institution to exchange enrollment, grade, and financial information with your home institution.
8. Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time). Please consult your Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.
9. You are responsible for notifying the appropriate offices on BOTH campuses if you withdraw from a course(s) (Registrar, Student Accounts, Financial Aid, etc.). Failure to do so can result in a failing grade at the host institution.
10. Your signature on the Cross-Registration Agreement 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 (e.g., restrictions on classes based on seat availability). Be sure you are aware of those rules before you cross-register.
11. Home institution students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
12. Mini-semester, Winter Term, and Summer Session are not covered by the Cross-Registration agreement.
13. All course-related fees in excess of tuition are the responsibility of the student (e.g., lab fees).
14. Please be advised that if you drop below full-time in total between your home & host institution, you may be liable for tuition at either institution.
15. Any Health Center (immunization/records/physical exam, etc.) requirements must be met at BOTH institutions, even if they differ.
16. Registration is the responsibility of the student. You must check with the host institution to confirm how they plan to process your form, enrollment, and any necessary additional information or paperwork required to complete the enrollment process.

How to process your Cross-Registration:

1. Seek advisement on the courses you wish to take. Consider whether or not they meet degree requirements.
2. Obtain the signature of your academic advisor/chair/Dean (discretion of home institution).
3. Obtain the signature of the appropriate official at the home institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
4. Obtain the signature of the appropriate official at the host institution responsible for Cross-Registration (Registrar, Student Accounts, etc.).
5. Complete any required application forms for the host institution.
6. Return the completed Agreement to the home institution immediately upon registering with the host institution. Failure to return the Agreement will result in not being registered for the intended cross-registered course(s).