

GREATER GREENSBORO CONSORTIUM
CROSS REGISTRATION AGREEMENT

The several institutions participating in this program have created, established and maintained it to provide broader opportunities for their students.

DEFINITIONS:

PARTICIPATING INSTITUTIONS: Any college or university accepted by the Cross-registration Committee to participate in the cross-registration program.

HOME CAMPUS: The participating institution at which a student has been accepted and enrolled in a degree program.

HOST CAMPUS: A participating institution (other than a student's home campus) at which a student takes one or more courses for credit. Students must be enrolled in equal number of credits at the home campus.

TERM OF AGREEMENT:

1. This is a perpetual agreement, continuing until such time as it is dissolved by the PARTICIPATING INSTITUTIONS.
2. Students participating in this program must be currently enrolled in a degree program of one of the PARTICIPATING INSTITUTIONS as a HOME CAMPUS.
3. Cross-registration students must be accommodated by available enrollment spaces on the HOST CAMPUS and may not displace HOST CAMPUS students.
4. The cross-registration Program is managed by the Cross-registration Committee, made up of the Coordinating Officers (normally the Registrars) on each campus. Their primary responsibilities are:
 - a. To develop and modify, as required, the policies and procedures for the operating of the Cross-registration Program.
 - b. To review and modify, as required, the annual program fee, \$675, and budget for the Cross-registration Program. A minimum of \$2000 should always be in the budget. The school responsible for managing the Greater Greensboro Consortium will receive \$3500 annually. The annual fee will be determined by how much is in the account. If there is more than \$2000, divide the excess over \$2000 by eight. Give each school that amount of discount.
5. The Cross-registration Program is administrated on behalf of the Greater Greensboro Consortium by the office of the Piedmont Independent College Association, Inc. Beginning in the early 1990's, the Cross-registration Program started being administrated by alternating campuses of the Greater Greensboro Consortium.
6. A fee for participation, adequate to cover the costs of the operation of the program, is assessed to each PARTICIPATING INSTITUTION. The request for payment is mailed in January and the fee is due mid March.
7. A PARTICIPATING INSTITUTION may withdraw from this agreement by providing notice in writing to the Cross-registration Committee.
8. It is the right of each College or University to allow Consortium students to take on-line courses.
9. **ADDENDUM ESTABLISHED BY THE REGISTRAR OF THE GREATER GREENSBORO CONSORTIUM ON NOVEMBER 4, 1997, EFFECTIVE IMMEDIATELY.** The intent of the Greater Greensboro Consortium is that students will register for courses at another member institution following cross-registration procedures. Dual admission and dual enrollment outside of the cross-registration procedures are prohibited. An exception will be made only when unusual circumstances exist, and an agreement is made between the registrars at the involved schools.

**GREATER GREENSBORO CONSORTIUM
CROSS-REGISTRATION PROGRAM
POLICIES AND PROCEDURES**

PURPOSE:

The Cross-registration Program, established in 1968, is offered and is intended to meet the legitimate needs of students enrolled in any one of the participating colleges. The only two needs that are considered legitimate are:

1. The inability, as a result of any one or more of several factors, to complete a course on the home campus that is needed for graduation. Such reasons might include situations in which the course is not offered in a particular semester or two courses taught at the same time. It is the responsibility of the student to demonstrate the satisfaction of the home campus registrar that a legitimate conflict exists that can only be solved through cross-registration.
2. The desire to take a course for enrichment that is not offered in the home campus curriculum.

Except in rare circumstances, students are expected to take the majority of their course work in any term on the home campus. **Majority should be changed to equal number of credits.**

DEFINITIONS:

PARTICIPATING INSTITUTION: Any college or university approved by the Cross-registration Committee to participate in the cross-registration program.

HOME CAMPUS: The participating institution at which a student has been accepted and enrolled in a degree program.

HOST CAMPUS: A participating institution (other than a student's home campus) at which a student takes one or more courses for credit

CONSORTIUM STUDENT: A student enrolled for one or more courses for credit at a host campus.

COORDINATING OFFICER: A person (normally, the registrar) designated on each campus to be responsible for approving cross-registrations and for the on-campus direction of the program.

CROSS-REGISTRATION COMMITTEE: The committee, composed of the Coordinating Officers, charged with the oversight and management of the Cross-registration Program.

POLICIES:

1. **AUTHORIZATION** for the Cross-registration Program was first approved in 1972, and is perpetually maintained as specified in the Cross-registration Agreement entered into among all the PARTICIPATING INSTITUTIONS on May 4, 1987.
2. **MEMBERSHIP** is open to any accredited college or university that wishes to participate in the Cross-registration Program. PARTICIPATING INSTITUTIONS may be admitted by action of the CROSS-REGISTRATION COMMITTEE and payment of the participation fee. A PARTICIPATING INSTITUTION may withdraw as described in the Cross-registration Agreement.
3. **OPERATION** of the program is the responsibility of the COORDINATING OFFICERS, acting individually on their own campuses and collectively as the CROSS-REGISTRATION COMMITTEE, as described in the Cross-registration Agreement.
4. **CALENDARS** of the PARTICIPATING INSTITUTIONS are reviewed twice each year in an effort to keep them similar, consistent with institutional policies and circumstances.
5. **ELIGIBILITY** to take a cross-registration course is dependent on the following:

- a. CONSORTIUM STUDENTS must be degree-seeking students, currently enrolled in one of the participating institutions as a HOME CAMPUS
 - b. CONSORTIUM STUDENTS must also have the permission from the COORDINATING OFFICER on their HOME CAMPUS.
 - c. CONSORTIUM STUDENTS may not cross-register for courses inappropriate to the degrees they seek or their class status—that is sophomores take sophomore classes, undergraduates may not take graduate courses, etc.
 - d. CONSORTIUM STUDENTS may not normally take a course at a HOST CAMPUS if the course is available at the HOME CAMPUS. Under extenuating circumstances, exceptions may be granted by the HOME CAMPUS.
 - e. There is no limit on the total number of courses that CONSORTIUM STUDENTS may take at other institutions, except that students are normally expected to be enrolled for at least half of their work in any one academic term on their HOME CAMPUS.
 - f. Students may not take courses under this Agreement during the summer. (NC A&T and UNC-G do permit a bilateral summer cross-registration.)
 - g. CONSORTIUM STUDENTS may not take independent study under this Agreement, or participate in courses that are designed to be self-supporting.
6. **ENROLLMENT STATUS** is maintained only at the HOME CAMPUS, and only one institution can be considered a HOME CAMPUS. Except for consortium registrations, students only complete one registration each term and all grades are recorded by the HOME CAMPUS.
 7. **TUTORSHIP AND FEES** are paid to the HOME CAMPUS. Fees are not charged by the HOST CAMPUS for cross-registration courses unless there are special course charges (such as for laboratory fees, course materials, etc.) In these cases, CONSORTIUM STUDENTS must pay any charges that are charged to the students enrolled at the HOST CAMPUS.
 8. **FINANCIAL AID** is awarded, disbursed and accounted for by the financial aid officer on the student's HOME CAMPUS. No funds are exchanged among participating institutions.
 9. **EDUCATIONAL RESOURCES AND SUPPORT** at the HOST CAMPUS are made available to CONSORTIUM STUDENTS, as required. These include research and library resources required for the courses for which the CONSORTIUM STUDENTS are registered.
 10. **RULES AND REGULATIONS** in effect on the HOST CAMPUS, apply to all CONSORTIUM STUDENTS taking courses on that campus.

PROCEDURES:

1. **CROSS-REGISTRATION COMMITTEE** meetings are held each semester five to ten days before the pre-registration period for the next term to exercise the following responsibilities:
 - a. Review and approve academic calendars
 - b. Review and revise policies and procedures for the operation of program
 - c. Consider request for membership
 - d. Approve the Cross-registration budget
 - e. Exchange class schedules
 - f. Consider other matters related to the program
2. **COORDINATING OFFICERS** manage the program on each of their campuses and have the following responsibilities:
 - a. Approve all cross-registration requests to certify student eligibility and that all internal procedures have been followed. The HOST CAMPUS does not consider any approvals other than that of the Registrar's Office.
 - b. Compile lists of all students planning to visit another campus and distribute them to each of the other campuses prior to registration. **This should be deleted. We do not do this anymore.**
 - c. Process all course changes and withdrawals.
 - d. Report any change in a CONSORTIUM STUDENT'S enrollment status (drop or withdrawal) to any other campus involved in a cross-registration.
 - e. Provide a list of CONSORTIUM STUDENTS enrolled to each of the other COORDINATING OFFICERS at the end of the Drop/Add Period.

- f. Send grades, **official transcripts**, to HOME CAMPUSES for all CONSORTIUM STUDENTS at the end of each term.
 - g. Sub a census report on the CONSORTIUM STUDENTS on each HOST CAMPUS by HOME CAMPUS and courses taken to the Consortium Office by:
 - Spring Term – March 15
 - Fall Term – October 15
 - h. **The HOME CAMPUS should check for prerequisites before signing Consortium Form.**
3. **CONSORTIUM STUDENTS** are responsible for the following with the guidance and advice of the COORDINATING OFFICERS and other faculty and staff as appropriate:
- a. Pay appropriate tuition and fees at the HOME CAMPUS.
 - b. Complete a Cross-registration Form and obtain appropriate HOME CAMPUS approvals, with the Registrar's approval required in all cases.
 - c. Deliver the completed Cross-registration Form to the HOME CAMPUS Registrar where HOME CAMPUS copies are separated. Only HOST CAMPUS and student copies are retained by the student.
 - d. Take the HOST CAMPUS copies of Cross-registration Form to the HOST CAMPUS after the HOST CAMPUS registration day, **or approved times by HOST CAMPUS**, and before the end of the HOST CAMPUS "Add" period.
 - e. Obtain approval from the HOST CAMPUS Registrar according to policies and procedures on that campus, and complete enrollment.
 - f. Return any course request not accepted by the HOST CAMPUS to the HOME CAMPUS.
 - g. Process Drop/Add schedule changes on both the HOME CAMPUS and HOST CAMPUS.

Approved by:

Cross-registration Committee: April 1, 1987

Revision of Purpose approved by:

Cross-registration Committee: March 26, 1990

Revisions in blue approved by:

Cross-registration Committee: March 24, 2004