

Office of the Registrar
CC B52
1400 Washington
Avenue
Albany, NY 12222



UNIVERSITY AT ALBANY

State University of New York

518-442-5540 (phone)
518-442-5532 (fax)

www.albany.edu/registrar
registrar@albany.edu

Hudson Mohawk Association of Colleges and Universities- Cross Registration Form

Name: _____ Student Id #: _____

*Social Security # _____ DOB ___/___/___ Major: _____

**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. Disclosure of your Social Security Number is voluntary.*

Permanent Address: _____ City _____

State: ____ Zip Code: _____ County: _____ Phone () _____ - _____

E-mail _____

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 Host Institution _____ Semester/Qtr _____ Year 20____

Have you Cross-registered at this institution previously? Yes No

Course Information:

Host Institution Course & Sec.	Host Institution Course Title	Credit Hours	UAlbany Course Equivalency & Section (to be completed by the home institution)	Credit Hours

Signatures

I understand that my current registration is for non-degree study and that my enrollment in in this course/these courses does not guarantee my admission as a degree student. In order to matriculate, I must file a formal application with the appropriate admissions office and meet admissions requirements. I verify that I have read this entire sheet and all the information on the application is true to the best of my knowledge.

Student: _____ Date: _____

University at Albany Faculty Advisor: The above student is in good academic standing and is expected to be a full-time student for the term in question. I recommend approval of the request:

Faculty Advisor: _____ Date: _____

University at Albany Registrar: _____ Date: _____

Host Institution Registrar: _____ Date: _____

Home Institution = the institution where you are matriculated.

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

Enrollment Processed by: _____ On: _____

Cross Registration Guidelines for UAlbany Undergraduate & Graduate Students

- You must be a full time matriculated student and take at least one-half of your semester credits at your home campus.
- You must have the approval of your home campus.
- 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.
- Please NOTE: even if you have the “permission of the instructor” at the host school, you must still go through the host school’s Registrar’s Office to be considered “registered” in a course.
- You will be responsible for the attendance and academic requirements of the course even if home and host calendars do not coincide.
- Your signature on the Cross-Registration form is considered approval for grades/transcripts to be automatically sent to your home institution at the end of the semester.
- YOU are responsible for notifying the registrars on BOTH campuses if you withdraw from or drop a course(s). Failure to do so can result in an academic failing grade from the host institution.
- Your signature on the Cross-Registration form 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. Be sure you are aware of those rules before you cross-register.
- Home campus students have priority for all courses at the college or university, so popular courses may be closed to cross-registrants because of space limitations.
- Host institutions have varying registration dates. Please check with each institution to see when you are eligible to register.
- Mini-semester, January term, and Summer Session are not covered by the general cross-registration agreement.
- All fees in excess of tuition are also the responsibility of the student, i.e., lab fees, etc.

University at Albany Students

1. Determine if the proposed course is offered by this University at Albany. **Undergraduates:** may use the transfer equivalency database at www.albany.edu/registrar to verify the other institution’s course does NOT have an exact equivalency at UAlbany. **Graduates: The course will only be acceptable and applicable as elective credit toward your program of study.**
2. Obtain a signature from your academic advisor on the front of this form.
3. Obtain an authorizing signature from the Registrar’s Office, CC B-52. *Graduate students: please note that the course will only be acceptable and applicable as elective credit toward your program of study. Acceptable as elective credit toward the degree program on the home campus, as demonstrated by faculty advisor signature. Course work of interest, but not applicable to the degree program, is not eligible for cross registration approval.
4. Take signed form to Registrar’s Office at the other institution where you will register for their course and obtain the signature of the “Host Institution.”
5. Bring the completed form back to the UAlbany Registrar’s Office at which time you will be registered for the appropriate UAlbany Cross-Registration course. You must do this by no later than the Last Day to Add a Semester Length course with a permission number as listed in that semester’s UAlbany Academic Calendar. **FAILURE TO RETURN THE FORM will mean you are NOT REGISTERED and will NOT RECEIVE CREDIT for participation in Cross-Registration.**

*Additional Notes for Graduate Students:

Full-time graduate students seeking to individualize their graduate programs with advanced specialized study in elective course work not offered by the University at Albany may pursue access to such course work through other Hudson/Mohawk Association institutions. This cooperative program between the local institutions is intended to promote advanced inquiry within the elective parameters of our degree programs.