

CONSORTIUM EXCHANGE COURSE AUTHORIZATION

COUNCIL OF WEST SUBURBAN COLLEGES
Aurora University ♦ Benedictine University ♦ North Central College



PLEASE **PRINT**

STUDENT NAME: _____ EMAIL: _____
Last First Initial

BIRTH DATE: _____

ADDRESS: _____ PHONE CONTACT NUMBER: _____

PRIMARY INSTITUTION: ☐ Aurora ☐ BU ☐ NCC CONSORTIUM INSTITUTION: ☐ Aurora ☐ BU ☐ NCC

PRIMARY INSTITUTION STUDENT ID#: _____

INSTRUCTIONS

1. After discussing your cross registration with your academic advisor, write in the course number, course title, and meeting day(s) and time for the course(s) which you plan to take, and obtain your advisor's signature on this form.
2. Take this form to your Registrar's Office to obtain the Registrar's signature and completion of the credit information.
3. Arrange in advance at the consortium institution to complete your registration. When you are there, present this form to the Registrar's Office for signature.
4. Return the form to your own Registrar's Office by the end of the first week of your primary institution cross registration.

REQUEST FOR CROSS REGISTRATION

| Course Number | Course Title | Term/Semester | Semester/Credit Hours |
|---------------|--------------|---------------|-----------------------|
| | | | |
| | | | |

| | |
|----------------------------------|--|
| Credit at Primary Institution | |
| Credit at Consortium Institution | |
| Total credit for term | |
| Additional fees (if any) | |

STUDENT SIGNATURE: _____ Date: _____

At this time, all signatures, where required, must be hand-written on the form

INSTITUTION APPROVALS

PRIMARY INSTITUTION ADVISOR'S SIGNATURE: _____ DATE: _____

REGISTRAR'S SIGNATURE: _____ DATE: _____

CONSORTIUM INSTITUTION REGISTRAR'S SIGNATURE: _____ DATE: _____

At this time, all signatures, where required, must be hand-written on the form

*Please see Consortium Exchange Policies on the second page

Revised: Registrar's Office/06-17/JS



COUNCIL OF WEST SUBURBAN COLLEGES
CROSS REGISTRATION POLICY AND REGULATIONS
AURORA UNIVERSITY ♦ BENEDICTINE UNIVERSITY ♦ NORTH CENTRAL COLLEGE
Revised 9/96; revised 1/96; revised 4/84; originally approved 11/26/80

A cross registered course taken at any of the three institutions will be treated as a course taken at the student's primary institution. The grade will be calculated into the grade point average, and course credit will be applicable toward the primary institution's residency requirement. The following regulations are in effect:

ELIGIBILITY

1. **FALL/WINTER/SPRING TERMS**

Eligibility to cross register in a CWSC institution is extended only to students who are matriculants for a bachelor's degree and are registered concurrently for at least one course at the primary institution. Exceptions to the condition of concurrent registration may be granted by the Registrar of the primary institution.

2. **SUMMER/INTERIM TERMS**

The cross registration program is not operative during the summer or interim terms. However, credit completed at a consortium institution during a summer/interim term will be counted toward the residency requirement at the primary institution. A student must secure permission from the primary Registrar prior to enrollment at another consortium school. The student will register for summer/interim courses directly at the consortium institution, pay the tuition rate which the primary institution charges its regular students, and request an official transcript of credit earned sent to the primary institution. The consortium institution will maintain a permanent transcription record of summer study.

LIMITATIONS

1. Students shall take no more than 2 courses at a consortium institution during a term, semester, or quarter.
2. Cross registration is restricted to course offerings which are not available at the primary institution. An exception to this condition may be granted by the Registrar at the primary institution in consultation with the Registrar of the consortium institution. (Effective Fall, 1996).
3. Enrollment at the consortium institution is subject to available seats in a given course. Primary students are given first priority. (Effective Fall 1996).

REGISTRATION

Each student who wishes to cross register shall complete the Exchange Course Authorization form which requires the signatures of the advisor and Registrar of the primary institution, as well as the signature of the Registrar of the consortium institution. In addition to this form, students are normally expected to complete the regular registration procedures at the consortium institution.

FEES

1. Tuition for courses are paid at the primary institution rates
2. Lab fees or other extraordinary fees-in-course will be assessed at registration.
3. Cross registered students are not required to pay general fees, such as activity fees, at the primary institution.

GRADES/TRANSCRIPTS

No transcript for cross registered students is maintained at the consortium institution. Transcript requests should be directed to the student's primary institution. Grades are transmitted from the consortium institution to the primary institution, in writing, at the completion of the term, quarter, or semester of the consortium institution.

ACADEMIC POLICIES

Academic policies at the consortium institution are in effect and will be enforced at the consortium institution. A student should be aware of the differences between consortium institutions: academic calendars, add/drop procedures, course withdrawal procedures, incomplete "grades," and grade appeals. Withdrawal from a consortium institution course must be initiated by the student at the consortium institution.

TRANSFER/CREDIT ARTICULATION

When a student transfers within the consortium from one school to another, credits are evaluated at the "new" primary institution in compliance with its transfer credit policies.