

**Western New York Consortium**  
**Undergraduate Cross-Registration Agreement**  
*(For Full Time Matriculated Students Only)*

**Please Print Legibly**

Date: \_\_\_\_\_

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

\*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.

Email address: \_\_\_\_\_

|                                     |               |
|-------------------------------------|---------------|
| Permanent Address: _____            | County: _____ |
| City: _____ State: _____ Zip: _____ | Phone: _____  |
| Local Address: _____                | County: _____ |
| City: _____ State: _____ Zip: _____ | Phone: _____  |

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

Have you previously cross-registered at 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 (Visiting Institution): \_\_\_\_\_

| Host Institution Course & Section# (i.e. ENG 101) | Host Institution Course Title | Host Institution Credit Hours (limit one course) | Home Institution Course Equivalency- to be completed by Home Institution | Credit Hours at Home Institution |
|---|-------------------------------|--|--|----------------------------------|
|   |                               |  |  |                                  |
|   |                               |  |  |                                  |

**All 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:** \_\_\_\_\_

**Advisor/Chair Signature (discretion of home campus):** \_\_\_\_\_

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 this request based on the course equivalents and credit hours above.

**Home Institution Signature** (Cross Registration Officer): \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Host Institution Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|                               |                |             |                 |               |
|-------------------------------|----------------|-------------|-----------------|---------------|
| <b>For Office Use Only</b>    |                |             |                 |               |
| Processed By Home Institution | HOME ID: _____ | Date: _____ | Initials: _____ | Denied: _____ |
| Processed By Host Institution | HOST ID: _____ | Date: _____ | Initials: _____ | Reason: _____ |

## Western New York Consortium Background

The Educational Law & Trustees of New York State Resolution 73-58, dated February 28, 1973, enables state-operated campuses and the community colleges to enter into a cross-registration procedure with other public and private colleges in the Western New York Consortium. The process permits full-time students to take and receive credits for courses at another participating college, without payments of tuition beyond the tuition already paid to the home institution (one three-hour course per semester).

Participating Institutions are: Canisius College, Daemen College, D'Youville College, Erie Community College, Genesee Community College, Hilbert College, Houghton College, Jamestown Community College, Medaille College, Niagara County Community College, Niagara University, SUNY at Buffalo, SUNY College of Technology at Alfred, SUC at Buffalo, SUC at Fredonia, St. Bonaventure University, Trocaire College, and Villa Maria College.

## Guidelines for Western New York Consortium Undergraduate Cross-Registration Agreement

This form may be used *only* when the following circumstances occur:

1. The requested course is **not** available at the home school.
2. The student is a full-time undergraduate student at his or her home school throughout the duration of the requested course. A **full-time** student is defined as a matriculated student carrying not less than 12 credit hours. You must be a non-matriculated student at the visiting school.
3. The course shall be applicable toward the student's undergraduate degree program.
4. Registration is on a space available basis.
5. Cross-registration is **not** applicable to summer programs, graduate students, or graduate-level courses.
6. Students are governed by the academic policies of the institution visited with regard to course requirements, withdrawal policies, etc.
7. Consult with your Registrar's Office regarding the policies of transfer credit and inclusion of quality points.
8. The fees associated with courses may be charged. Please be prepared to pay these fees at the time of registration.

## Registration Instructions

1. Fully complete form and sign as the student. Obtain the signatures of your advisor/chair of applicable department.
2. Obtain home institution signature at the Houghton College Registrar's Office. We will make a copy to keep on file. You may then send the completed form to the host institution for their approval.
3. Ensure that you have your official transcript from the host institution sent at the end of the term/semester so we may evaluate and enter the transfer credit.