

TRI-COLLEGE CROSS REGISTRATION REQUEST

This request must be approved by the Academic Affairs Office before the student will be registered for the course.

Directions: Complete all information requested, obtain Advisor or Department Chairperson's signature, and submit form to Dean of Undergraduate Studies, 207 ADM, Atrium.

To be completed by student

Name _____ Year in School (e.g. junior) _____

I request to be registered for the following course at Loras College or the University of Dubuque.

Campus _____ Course Number _____

Course Title _____ Credit _____ Day/Time _____

Building _____ Room _____ Term (FA/SP/SU) _____

Please state the requirement this course is intended to meet (major, minor, Compass curriculum.)

Is this course equivalent to a Clarke course? _____ Please see Transfer Evaluation System at clarke.edu/registrar or Department Chairperson for major or minor courses.

Clarke course number and title _____

Student Signature _____

Date _____

To be completed by Advisor/Department Chair

I **endorse** **do not endorse** this request according to the Tri-College Cross Registration Policy. (If the course meets a major or minor requirement, the Department chair must verify the course equivalency.)

Comments _____

Advisor or Department Chair Signature _____

Date _____

To be completed by Academic Affairs

I **approve** **do not approve** this request according to the Tri-College Cross Registration Policy.

Comments _____

Academic Dean's Signature _____

Date _____

TRI-COLLEGE CROSS REGISTRATION POLICY

1. All students may opt to take courses on another campus provided that
 1. The class enrollment limit specified by the other college is not exceeded, and
 2. The course is not offered on the home campus. (Exceptions to this policy will be made by the Academic Dean of the home campus.)
2. A course in one's major and in education taken on another campus must meet the specifications of the major department and the Teacher Education Program on the home campus.
 1. Each major department will specify for its majors which major courses from the other institutions will be acceptable in fulfillment of its graduation requirement. Departments may make this specification in terms of definite courses or in terms of number of credit hours, or both.
 2. Each Teacher Education Program will specify for its own members which education courses from the other institution will be acceptable in fulfillment of its requirements.
3. Registration priorities differ between **REQUIRED COURSES** and **ELECTIVE COURSES**.
 1. For **REQUIRED COURSES** a student has priority in courses
 1. Offered on the **HOME CAMPUS**.
 2. Offered by a **HOME CAMPUS INSTRUCTOR** but on another campus.
 3. Offered on another campus by arrangement with the colleges.
 2. For **ELECTIVE COURSES** a student has secondary consideration to students for whom the course is a **REQUIRED COURSE**.
 1. Required by another institution but not offered on the **HOME CAMPUS** by arrangement of the colleges.
 2. Taught by an instructor from another campus.
4. A college may refuse to accept a cross-registration of
 1. A student dropped from that college for academic or other reasons.
 2. A student previously refused admission to that college for academic other reasons. (Appeals from these two policies are to be made to the Academic Dean of the refusing institution.
5. Students who cross-register must have their accounts paid at their home institution.
6. Some courses are not open for cross-registration. Each college will identify these courses on their website.

The Tri-Colleges do not discriminate on the basis of race, color, national and ethnic origin nor do they discriminate against handicapped persons in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.