

Cross-College and University Registration PCHE Guidelines

(for H&SS Students)

<http://www.cmu.edu/policies/documents/CrossRegister.html>

Cross-registration provides opportunities for enriched educational programs by permitting full-time paying undergraduate and graduate students to cross-register for one course at a Pittsburgh Council on Higher Education (PCHE) Institution. Students who are paying full-time Carnegie Mellon tuition (per the requirements of their home college) are eligible. The PCHE course may count towards full-time status. There is no additional tuition charge, except for special course or laboratory fees. Carnegie Mellon students do not acquire status at the host institution, but are given library and bookstore privileges. Credit and grades are transferred directly to the home institution. Cross-registration is not applicable during the Summer Session(s) or during intersessions.

There are nine approved PCHE Institutions in the Pittsburgh area: Carlow University, Chatham University, Community College of Allegheny County, Duquesne University, LaRoche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University, University of Pittsburgh.

1. Each college or university accepts registration from the other institutions; however, first priority is given to students of the host institution, and not all departments or schools in all institutions are able to participate in this program.
2. In each case of a student cross-registration, the approval of the dean or a designated individual from the home college or university must be obtained prior to registration.
3. In addition, the student's advisor or dean is responsible for assuring the student's eligibility for the course in which he/she intends to enroll.
4. Full credit and grades for cross-registered courses will be transferred to the appropriate institution; the academic regulations of the host university will prevail.
5. The academic honesty code and other rules of conduct of the institution providing instruction apply with respect to its courses and behavior on its campus. That institution also determines whether its rules have or have not been violated. The student's own institution will impose such penalties as it considers proper when violations are reported to it.
6. Cross-registrants do not thereby acquire the status of students in the institutions in which they are receiving instruction (e.g., for purposes of participation in student activities, insurance programs, etc.). They do receive library privileges at the host institution and may purchase course texts at the host bookstore.
7. Each qualified student normally may enroll in no more than one course off campus in any one term or semester under this program. Students wishing to cross-register for more than one course in a term must have approval from the appropriate academic offices at both schools.
8. No additional tuition charge is made to students who are participating in this program; however, the student who cross-registers is responsible for paying any course or laboratory fees to the host.
9. Cross-registration does not apply to summer sessions at any of the institutions.
10. Adding or dropping a course after the home institution's deadline date requires permission from the home institution; adding or dropping a course after the host institution's deadline date requires permission from the host institution.
11. Students enrolled in approved joint co-op programs between two PCHE institutions are exempt from the requirement of being full-time at either school in order to cross register. Students are bound by the requirements of that program.
12. Carnegie Mellon students may not cross-register for required courses that are normally available at Carnegie Mellon. Exceptions may be made if courses are unavailable or legitimate schedule conflicts seriously hinder completion of degree requirements within the prescribed timeframe.
13. "PCHE Cross-Registration Request" forms are available from the HUB or from the H&SS Academic Advisory Center.

March 19, 2009

CROSS REGISTRATION

College of Humanities and Social Sciences

This form is to be used by H&SS and SHS/H&SS majors students only in requesting permission to substitute a course through cross-registration at a PCHE institution while enrolled as a full time student in the fall or spring semester. This is to be done prior to registering for the course and is to accompany the Cross Registration Form from the HUB.

Fill out the information requested below and complete tasks 1, 2 and 3.

1. Attach a photocopy of the course syllabus (or detailed course description) with information about credits.
2. Meet with the appropriate advisor to obtain permission to substitute this cross registered course.
3. Submit with PCHE form to the H&SS Academic Advisory Center (AAC) in BH A57 for final approval.

For all courses transferred from another institution to your CMU transcript, no more than three courses maybe count toward the General Education program and a maximum of two courses may count to a particular Category; this includes the courses that count toward "Plus, TWO Additional GenEd Category courses."

Once this form has been submitted to the H&SS AAC, the bottom portion will be completed and student copy sent to the student's SMC mailbox. If approved, the AAC will send the signed PCHE over to Enrollment Services for processing. A copy of this form will also be sent to the student's SMC mailbox.

Refer to "**Cross-College and University Registration PCHE Guidelines**" for university policy.

_____ *student's name* _____ *campus student id #*

SMC Box #: _____ Phone #: (_____) _____ email: _____

_____ *student's major(s)/minor(s)* _____ **FR SO JR SR**
circle current year

I am requesting permission to take the course _____, _____
course # course name

at _____ in _____
name of institution year and semester

Reason for requesting to cross register: _____

Please check and complete **ONE** of the following options:

◇ I am requesting this course substitution for this General Education Requirement: _____
 (76-101 (76-100), 79-104, 36-201, Freshman Seminar, and C@CM may not be transferred.) GenEd Category

__permission granted __permission denied _____ / _____
AAC Advisor Signature Date

◇ I am requesting this course substitution for a major/minor requirement: _____
 The advisor responsible for this major/minor must approve this substitution. *CMU Course #*

__permission granted __permission denied _____ / _____
Major/Minor Advisor Signature Date

◇ I am requesting this course transfer as units toward graduation, not to substitute for any requirement.

__permission granted __permission denied _____ / _____
AAC Advisor Signature Date

H&SS FINAL APPROVAL: Final permission for all H&SS and SHS/H&SS students comes from the AAC.

__permission granted __permission denied _____ / _____
AAC Advisor Signature Date

copy to H&SS AAC copy to student's primary major department(s) original to student