

## CROSS REGISTRATION INFORMATION

Students intending to cross-register at another institution must meet all requirements and adhere to all policies for cross registration.

1. To be eligible to cross-register, students must be in good academic standing and enrolled at the home institution as a full-time student. The credit load of 12 on-campus credits must be maintained for at least the first four weeks of the term.
2. Students may cross register for a maximum of two courses fall and spring terms only; cross registration is not in effect during Summer College.
3. Students who chose to use a cross-registered course to fulfill a degree requirement should get authorization from the Department Chair of the major or minor, prior to enrollment, that the course is acceptable. Repeating a course taken previously at UW-S through cross-registration will not remove the initial UW-S grade from the student's record. For general education courses, students should check with the Registrar.
4. Additional tuition will be charged for credits over 18 and for online courses counting in the 12+ UWS credits; check with the Cashier's Office for the cost per credit above 18.
5. The host institution may charge UW-S students incidental fees, i.e., parking, computer, lab and other such fees which are the responsibility of the student. Not paying these fees may result in a hold being placed on your record at UW-S, and the grade may not be awarded by the host institution until payment is made.
6. In the event a student would like to drop a cross-registered course, it is the student's responsibility to notify the Registrar's Offices at **both institutions**. If this is not done, a failure grade could be reported on the student's transcript.
7. All grades obtained through cross-registration appear on transcripts and are calculated into term and cumulative GPAs. Because of delay in receipt of the grades, they may not appear on transcripts until the middle of the month following the end of the term.

Additional information on cross-registration can be found at [https://www.uwsuper.edu/catalog/2017-19/undergraduate/registrar\\_catalog1880469#heading1880469ca](https://www.uwsuper.edu/catalog/2017-19/undergraduate/registrar_catalog1880469#heading1880469ca)

### INSTRUCTIONS FOR CROSS-REGISTRATION

1. Complete the attached form and obtain required signatures.
2. Your UW-S Advisor must sign the form. **See number 3 above** regarding fulfilling major and/or general education requirements.
3. The form must be returned to the UWS Registrar's office. The host institution will retain the form. When the host cross-registers you in the course you have requested, they will contact you. Upon return of your cross-registration form at UW-S, the information listed will be entered on your academic record.
4. Below is the contact information for each host institution:

University of Minnesota-Duluth  
Sara Beverage  
Office of the Registrar  
139 Darland Administration Building  
Duluth, MN 55812-3011  
[sara@d.umn.edu](mailto:sara@d.umn.edu)  
Tel. 218-726-8800  
218-726-8887  
<http://www.d.umn.edu>

College of St. Scholastica  
Jeri Collier  
Registrar's Office  
1200 Kenwood Avenue  
Duluth, MN 55811-4199  
[jcollier@css.edu](mailto:jcollier@css.edu)  
Tel. 218-723-6064  
Fax: 218-733-2292  
<http://www.css.edu>

University of Wisconsin-Superior  
Cathy Rackliffe  
Registrar's Office  
Old Main, Room 139  
P. O. Box 2000  
Superior, WI 54880-4500  
[cracklif@uwsuper.edu](mailto:cracklif@uwsuper.edu)  
Tel. 715-394-8224  
<http://www.uwsuper.edu>

**For questions about cross-registration requirements or procedures, please call Cathy at 715-394-8224 .**



Registrar's Office

(715) 394-8228 (office)  
 registrar@uwsuper.edu (email)

www.uwsuper.edu/registrar

Old Main 139, P.O. Box 2000 • Superior, WI 54880

## INTER-INSTITUTIONAL CROSS-REGISTRATION FORM

Name, Last		First:	M.I.	Student ID Number (SID):	
Local Address:		City	State	Zip Code:	
Home Address:		City	State	Zip Code:	
Local Phone No.:		Alternate Phone Number.:		Email Address:	
		Cell Phone:			
		Home Phone:			
Major:		Minor:		Birth date: (for ID purposes)	
Year in School (check one):		UW-S Credit Load:		Term: <input type="checkbox"/> Fall	
<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior				<input type="checkbox"/> Spring Year _____	

Host Institution:    College of St. Scholastica    University of Minnesota-Duluth

Class Ref. No	Dept.	Course No.	Cr.	Course Title	M	T	W	Th	F	Building & Rm No	Instructor

I understand that to benefit from the cross-registration agreement, at least 12 of my credits must be on-campus courses, otherwise I am responsible for tuition charges if 1 more of those 12 credit hours are online courses. I agree to inform the UW-Superior Office of the Registrar if my schedule changes.

Student Signature:		Date:	
Advisor Signature:	Date:	Registrar Signature:	Date:

**Complete this section only if cross-registered course is being used to fulfill specific major or general education requirements.**

The course at the host institution:	Will be used to meet the UW-S requirement for:
Signature of approving Department Chair/Registrar:	Date:

**For use by UMD:**

NSEW \_\_\_\_\_

Calc \_\_\_\_\_

NW \_\_\_\_\_

Memo \_\_\_\_\_

**Distribution:**

\*Home Institution

\*Host Institution

\*Student

\*Student File



**Received:** \_\_\_\_\_ **D2L:** \_\_\_\_\_

Course No.: \_\_\_\_\_

Contact Inst.: \_\_\_\_\_

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

Mail Grade Roster: \_\_\_\_\_