



**OVERVIEW:** Information on how to cross-register a course

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Registration and Records

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If you're an enrolled undergraduate at The College at Brockport, you can take advantage of the College's agreement with Rochester area colleges that allow students to take courses at participating colleges under the tuition paid to Brockport. There are some conditions involved, however:

- A. The course you want to take must not be available at The College at Brockport.
- B. You must be a full-time undergraduate at The College at Brockport, and you can't be seeking a degree at the school in question.
- C. The course you want to take must be applicable to your degree program.
- D. You can register only on a space-available basis.
- E. The agreement doesn't apply to summer programs or to graduate students.

When you take a course under this agreement, you must meet the guidelines of that school with regard to course requirements, add and withdrawal policies, and so on. The College at Brockport, however, remains responsible for the handling of financial aid and monitoring your academic eligibility for it.

Any credit earned under the cross-registration agreement will be recorded on your permanent transcript as having come from another institution, but will carry quality points and a grade, just as if the course had been taken at Brockport. Remember this, because it is unique to cross-registration. No other course you take from another institution will ever transfer with a grade — only credit will be given.

If you discover a course that you really want to take at any of the other 13 schools in the Rochester Area College Consortium (the Office of Registration and Records can tell you who the members are), here are the procedures to follow:

- A. Obtain a *Rochester Area Colleges (RAC) Inter-Institutional Undergraduate Student Enrollment Form* from the Office of Registration and Records.
- B. Complete and return the form with all required information and signatures to the Office of Registration and Records.