



## CROSS-REGISTRATION PROGRAM GUIDELINES

1. What colleges participate?

Four colleges participate in the cross-registration program: New College of Florida, Ringling College of Art and Design, State College of Florida, and USF Sarasota-Manatee.

New College of Florida (pilot)

[www.ncf.edu](http://www.ncf.edu)

Ringling College of Art and Design:

[www.ringling.edu](http://www.ringling.edu)

State College of Florida

[www.scf.edu](http://www.scf.edu)

USF Sarasota-Manatee

[www.usfsm.edu](http://www.usfsm.edu)

2. What is the purpose of cross-registration?

The intent of this cross-registration program is to enhance and increase your learning opportunities through access to courses and curricula not available at your home institution.

3. Who can help me decide how and whether cross-registration works within my degree program?

Your home institution advisor can help you consider how specific courses fit within your academic and degree plans.

4. What is cross-registration?

Cross-registration allows eligible students to enroll in one course at a participating institution each fall and spring semester on a space-available basis under the program guidelines.

5. Who's eligible?

The student must be a full time degree-seeking student at their home campus during fall or spring terms. It does not include dual enrollment or early college students. Students are not eligible during their first term at the home institution.

- The student must be in good academic standing as defined by the home institution and meet all eligibility requirements set by the home and host institutions in order to enroll as a guest student at the host institution.
- You may need proof of a MMR immunization for the host institution.
- Foreign students must meet all documentation requirements of the host institution.

6. What courses are included?
  - Cross-registration applies to undergraduate credit courses (for a maximum of 5 credits) offered in the fall or spring semesters.
  - The student must meet any prerequisites for the cross-registered course, as defined by the host institution.
  - The student must obtain approval from his/her academic advisor and cross-registration coordinator at the home institution in order to cross register.
  - The cross-registration coordinator of the student's home institution must obtain approval for the student's cross-registration from the coordinator of the host institution.
  - Approval of the host institution's academic department in which the course is taught or the host course instructor also may be required.
  - Only courses offered by USF Sarasota-Manatee are eligible for cross- registration; other USF system courses aren't eligible.
  - Students are subject to the academic policies of the host institution and are responsible for learning about them.
  
7. Where do I find a list of courses?

Links to the course schedules will be posted on the cross-registration website when applications open for fall or spring term.
  
8. How many courses can I include in my cross-registration application?

You may list up to 3 choices in priority order from the participating colleges. You'll want to consider course "openings" from the list of eligible undergraduate courses in making your selections.
  
9. What if the host institution has a different semester calendar than my home campus?

You are responsible for following the host institution's term calendar.
  
10. How do I apply to cross register?

Once you have determined you are eligible to participate, complete the application form and submit by application deadline. You can list up to 3 choices in priority order from the participating institutions. You can fill out the top form online; print it out to get approvals from your Advisor and Cross- Registration Coordinator and sign yourself.

Cross-Registration Coordinators:

NCF: Robert Zamsky, [rzamsky@ncf.edu](mailto:rzamsky@ncf.edu)

RinglingCollege: Justin Selph, [crossregistration@ringling.edu](mailto:crossregistration@ringling.edu)

SCF: MariLynn Lewy, [records@scf.edu](mailto:records@scf.edu)

USF Sarasota/Manatee: Glenna Schubert, [registration@sar.usf.edu](mailto:registration@sar.usf.edu)

You will be notified by your home campus Cross-Registration Coordinator/ Registrar. Regularly enrolled or continuing students attending the host institution have first priority in registration for courses at the host institution. Cross- registration students will be accepted on a space-available basis after the host institutions' regularly enrolled or continuing students have registered for the term.

11. How much will I pay for the course?

You pay your home institution for the course/credit hours at the same rate you pay for other home institution courses. You pay the host institution for all special course fees (lab, materials, etc) normally paid by the host institution's students for enrollment in the course by the host institutions deadlines or your course may be dropped for nonpayment and transcripts will not be issued to the home institution. A host institution may assess students certain security deposits for equipment that is usually leased to the home institution's students. You may be charged a small fee for the host campus' Student Identification Card which gives you access to learning resources and activities.

12. Will I pay a separate parking fee?

No. You may need a host campus parking pass.

13. What if I'm eligible for disability services at my home institution?

Students with disabilities protected under state or federal law or regulation should obtain an accommodations letter from their home institution to present to the host institution's disability services office.

New College of Florida  
Meighan Hopton, Disabilities Coordinator  
[mhopton@ncf.edu](mailto:mhopton@ncf.edu) 941-487-4254

Ringling College  
Virginia DeMers, Disabilities Coordinator  
[vdemers@Ringling.edu](mailto:vdemers@Ringling.edu) 941-359-7627

State College of Florida  
Pat Lakey, Disability Resource Center Coordinator  
[lakeyp@scf.edu](mailto:lakeyp@scf.edu) 941-752-5683

USF Sarasota-Manatee  
Allison Dinsmore, Assistant Director of Student Success  
[adinsmore1@sar.usf.edu](mailto:adinsmore1@sar.usf.edu) 941.359.4714

14. What are the immunization policies I will need to follow at the host institution?  
You will need proof of a MMR immunization on file with your home institution.

15. How do I withdraw or drop a cross registration class?  
The student follows deadlines and policies of the host institution and contacts the host institution's Cross-Registration Coordinator/Registrar. Withdrawal or failing a course at a host institution may prevent a student from future participation in the program.

16. How will the course grades and transcripts work?  
Cross-registration students are graded according to the academic standards and grading practices of the host institution.

Credit transfer will be governed by home institutions' requirements (for example, minimum grades).

Upon completion of the course, the Cross-Registration Coordinator/Registrar of the host institution will ensure that the student's transcript is sent to the Cross-Registration Coordinator/Registrar of the home institution for inclusion in the student's official transcript. The student will have provided a records release as part of the cross-registration application.