POLICY: Full-time and half-time matriculated undergraduate and graduate students of the University of Cincinnati may register for classes offered by other Greater Cincinnati Consortium institutions on a space-available basis. Classes may be taken for credit or audit. Course credit is posted on the student’s transcript as advanced standing. Host schools keep a transcript as well. The desired classes should not be currently available at the University of Cincinnati. No tuition fee is paid by the student to the host school.

Special workshops and institutes are not considered classes for cross registration purposes. Transportation, books, and lab fees are the student’s responsibility.

CONDITIONS: The cross registrant must receive permission from the home institution. The cross registrant must receive approval to register for courses at the host institution.

The student’s total number of credit hours, including cross registration classes, must be sufficient to classify the student as “at least half time” by the home school’s definition. Any hours in excess of “full time” are charged at the per credit hour rate. The student must meet course prerequisites as defined by the host school. The number of classes taken at the Host Institution cannot exceed two (except for Summer by permission), and half time students may take no more than half of their credits at another institution in a given term.

PROCEDURES TO CROSS REGISTER: Consult the cross registration information available on the Greater Cincinnati Collegiate Connection (GC3) website for class offerings, class schedules, and cross registration dates at the other Greater Cincinnati Consortium schools. ([http://www.gccollegiateconnection.org/students/cross-registration/index](http://www.gccollegiateconnection.org/students/cross-registration/index))

Print and fill out the cross registration authorization form and have it signed by the Assistant Dean or academic advisor of the home college. Make certain a course equivalency is assigned to the class being taken. Once all signatures are obtained, email the authorization form to registrar.info@uc.edu. A Consortium cross registration form will be initiated at this time.

The cross registration form must be submitted to the host school Registrar’s office as indicated on the Greater Cincinnati Collegiate Connection website for approval and signature. Please note that each institution has their own procedure and deadlines for cross registration.

The student will be registered at UC for “Consortium,” MLTI 6081-001, for the equivalent number of credit hours taken at the host institution.

Students must inform both schools if they withdraw from the class(es).

NOTE: It is the student’s responsibility to check calendar dates of the host school. The last day to withdraw from a cross registered course is determined by the rules of the host school. Failure to comply with these rules or to provide notification of withdrawal may result in an automatic “F” for the class.

GRADING: Credit for courses will be posted on the student’s transcript as advanced standing at the end of the term. Grades for cross registered courses are not entered on the student’s transcript at UC.