Undergraduate Cross Registration Form

For students at Charleston Southern University and Trident Technical College

This form should be completed when a student intends to cross register for the Fall or Spring semester under the "Tuition-Free Policy." This form will serve as the application, authorization and registration form. The "home" institution is where you are full- time and "host" institution is where you are taking an additional course. See reverse side for program policies.

Student Information
Home InstitutionHost Institution
NameHome School Student IDGender
SSNDate of BirthTelephone
Mailing Address Home School Email
Legal Resident of SC? Y N South Carolina County of ResidenceCountry of CitizenshipVisa Type
Ethnicity - 🗆 Hispanic or Latino 🗆 American Indian or Alaskan Native 🗆 Asian 🗆 Black/African American 🗆 Native Hawaiian/
Pacific Islander 🗆 White/Non-Hispanic 🗆 Two or More 🗆 Unknown
Academic Information
College level credit hours completed Course will be taken (Circle) Spring/Fall Term 1/2/Full Year 20
Program/Major at Home
Course Title Department Course # Section # Credit Hours
Example: Composition & Lit I ENGL 101 81 3
1.
2
Above courses fulfill a degree requirement? V N Faculty Advisor or Dean Signature Date
Student Confirmation
Have you attended the host institution before? If you attended under a different name, what was that name?
I certify that I am enrolled for a minimum of 12 credit hours at my home institution and paying full-time tuition there. The courses at the host institution are in addition to those at home. If my enrollment at my home institution drops to less than 12 credit hours, I will notify the College Registrar at the host institution.
I hereby authorize my grades for the course(s) listed above to be sent to the registrar of my home institution at the semester's end. The above information furnished by me is true.
Student SignatureDateDate
Signatures of Approval and Verification by Home Institution
SC residency status verified \Box Y \Box N Legal presence verified \Box Y \Box N Student is in good academic standing (2.0 GPA) \Box Y \Box N
Student is currently enrolled in 12 credit hours Y N
Date
Signature of Verification Official - Printed Title
Date Signature of ROTC (if needed) - Printed Title
Date Registrar's Signature of Verification Official - Printed Title (signed after processed)

Cross-Registration Policies

- 1. This form is to be used only for those students cross registering for Fall or Spring semester under the "Tuition-Free Policy."
- 2. Home institution is where you are full time and host institution is where you are taking an additional course.
- 3. Student must have already earned 24 hours or more at the home institution before cross-registering (with exceptions for those enrolled in special programs between specific institutions, ie. AFROTC).
- 4. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host institution.
- 5. In order to qualify, visiting students must:
 - a. Be enrolled in 12 credit hours at their home institution and pay full-time tuition at their home institution. Credit hours are defined as academic credit bearing courses (not continuing education.)
 - b. Be in good standing at their home institution and have a minimum overall cumulative GPA of 2.0 on a 4.0 scale
 - c. Be enrolling in a course or courses not available at their home institution for which they meet the prerequisite requirements, which are applicable to their program of study and for which they have obtained the required approvals
 - d. Present to the Host institution a current, unofficial transcript from their home institution along with this Cross Registration form
 - e. Pay additional special fees, such as science, foreign language and lab fees directly to the host institution, if applicable.
- 6. All courses taken at the host campus will be sent to and recorded by the home institution.
- 7. Students will be awarded transfer credit at home institution for courses with a grade of C (2.0) or higher.
- 8. The institution verification and approval signature for Trident Technical College is the College Registrar. The institution verification and approval signature for Charleston Southern University is the University Registrar.



Registrar's Office PO Box 118067 Charleston, SC 29423 Phone: 843.574.6129 FAX: 843.574.6503

Cross Registration Personal Statement of Need

Student Name: ______ Home Institution Email Address: _____ Phone: (____) _____

Read the following guidelines:

- 1. This form must accompany the Cross Registration paperwork and a copy of your current class schedule from your home institution. Your completed paperwork must be submitted to the Registrar's Office at Trident Technical College by close of business on the last day to register for the term.
- 2. When completing this form, you must provide a written statement clearly justifying that the requested course is applicable to your academic program. If the course is available at your home institution, you must explain why you are unable to take the course at your home institution.
- 3. TTC may deny your request if the justification is not adequate or registration in the requested course is limited to TTC degree seeking students.
- 4. If the request is approved, you will be registered one week before classes start if there is space available. Once a decision has been made, you will receive an email regarding the status of your request. If you self-register, you are responsible for the tuition and fees and not eligible for cross-registration.

In this space, explain why enrollment in the requested course(s) is essential for you to progress in your current academic program and why you cannot take this course at your home institution (continue with separate sheet, if necessary):