

| Administrative Approval |  |  |  |
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|  |  |  |  |
| Registrar / Coordinator (signature) | Date | Chairperson/Advisor (Signature) | Date |
| Student |  |  |  |
|  |  |  | Date |
| Signature | Date | Dean (Signature) | D |

## INTRUCTIONS FOR THE STUDENT

1. Complete all data items on this form, copying full course data from the appropriate Schedule of Classes.
2. Check "level of Credit" to indicate whether course credit is to be applied to an undergraduate or graduate level at the visited institution.
3. Obtain academic and administrative approvals as prescribed by home institution.
4. Complete home institution's registration or change of registration procedure.
5. Receive and retain a copy of this form with initialed consortium stamp for use to obtain an ID card for library purposes and to display to instructor at the first class meeting.

## INSTRUCTIONS FOR THE INSTRUCTOR AT THE VISITED INSTITUTION

1. Have student present Consortium Registration Form bearing initialed consortium stamp to verify authorization to enter specific class.
2. Enter student's name and home institution on your class roster. Student's name will appear on a class roster issued later by the Registrar's Office of your institution.

NOTE for Catholic University students: The following are excluded from participating in cross-registration through the consortium: students in the School of Canon Law, Columbus School of Law, and Metropolitan School of Professional Studies; non-degree students; provisionally admitted students; students in fully-online programs.

