

Cross-Registration Guide

For SUNY Visiting Students

Fall 2018

2018-2019 Dates for Visiting and Cross-Registering Students

Important Timeline Information

Cross-registration cannot be approved after the conclusion of the SUNY Cortland drop/add period. Students must have preliminary approval from the Registrar's Office at their home campus before the start of class at SUNY Cortland, and final approval from financial aid and advisement before the conclusion of the SUNY Cortland drop/add period.

Students are advised to monitor progress on the SUNY online application, and to consult with their advisor and the Registrar's Office at the home institution.

Fall 2018

- Preliminary Home Campus Approval Required Before: August 27
- Drop/Add Period: August 27 (8am) - August 31 (4pm)
- Deadline for Final Home Campus Approval: August 31 (4pm)

Spring 2018

- Preliminary Home Campus Approval Required Before: January 28
- Drop/Add Period: January 28 (8am) - February 1 (4pm)
- Deadline for Final Home Campus Approval: February 1 (4pm)

SUNY Cross-Registration

This guide is intended for matriculated undergraduate SUNY students and their advisors. This policy applies to SUNY students who are currently enrolled at their home institution, and are planning to enroll at SUNY Cortland as part of the SUNY cross-registration process.

SUNY's system-wide cross registration process gives SUNY students the opportunity to study on other campuses as part of their official enrollment without additional tuition charges. The cross-registration policy enacted by SUNY applies to all SUNY campuses and community colleges.

A "home institution" is where a student is matriculated (in a degree program) full time. SUNY degree-seeking students that are enrolled full time at other campuses would refer to SUNY Cortland as the "host institution."

Students are permitted to cross-register at Cortland if they are enrolled at state-operated campuses and SUNY Community Colleges. Students cannot cross-register if they are enrolled in CUNY or private colleges or universities. In addition, students enrolled in joint programs, including the State Colleges at Cornell University and Alfred University, are also not eligible for cross-registration.

The Cross-Registration Process

All students must apply for cross-registration, and obtain permission in advance to receive the cross-registration benefit. The application is submitted to your home institution and SUNY Cortland using the SUNY application:

<https://www.suny.edu/crossregister>

Deadlines and Course Applicability

Because of the need to coordinate between the home and host institutions, and the various signatures required at the home institution, **students should complete the cross-registration application and receive ALL required approvals from their home campus at least 1 calendar week prior to the first day of the class.** All obligations due to the home institution must be met in advance. Late or exceptional registration is not available to non-matriculated or cross-registering students.

Cross-registration can be a lengthy process, so it's critical that students begin this process early, to be certain they can complete all the necessary steps.

Courses must be applicable toward the degree to qualify for financial aid. Students should be able to demonstrate that a lack of course availability at the home institution will result in increased time to the degree. The home institution will be required to validate the need.

Checklist

The following checklist is a general guide which outline SUNY Cortland's requirements. The home campus may have other requirements. Students are advised to consult with the advisor, department chair or other support services at the home institution to be assured they are completing all of the enrollment requirements in addition to the checklist items provided below.

1. Consult with an advisor or mentor.

Generally, academic advisor approval is needed. Since advisement models vary, students should consult the home institution's policies to determine who they should reach out to for this step.

2. Complete the SUNY Online Cross-Registration Application.

This will begin the formal process. Once home campus administrators receive the request, it will be forwarded to campus approvers. SUNY Cortland will review your application. While the College will provide preliminary approval, all requirements must be met to obtain final approval and receive the cross-registration benefit.

3. Complete the SUNY Cortland Visiting Student Form and Complete Requirements

The visiting student form is required. The visiting student form is completed by all visiting students each term, so we may create and activate SUNY Cortland credentials and the Cortland ID. Once this is complete, a term record will be created and students will be notified via email. Students will also receive a registration window (a time ticket), so they are able to register for the course online.

Students are responsible for obtaining any needed health forms or immunizations as required by NYS law. (See: <http://www2.cortland.edu/offices/student-health-service>)

4. Follow up with the home campus and check the application status at the SUNY site.

At minimum, the SUNY application requires that an advisor or advising office (or your campus equivalent) approve the applicability of the course, that the registrar (or your campus equivalent) approve the actual registration, and that the financial aid office or officer verifies the aid application or applicability of aid. Students are advised to be aware of the contacts on the home campuses offices so they may follow up or ask questions about the process.

5. Log in to the myRedDragon Portal in advance of registration dates (drop/add).

Students should log in to the portal prior to registration. When first logging in, students will pick a new password, establish password reset questions, provide emergency contact information, learn about any pending immunization requirements (if applicable), and review and acknowledge the SUNY Cortland Code of Conduct.

Students may access myRedDragon using any web browser at:
<http://myreddragon.cortland.edu>

6. Provide transcripts and meet SUNY Cortland pre-requisites.

Students are required to provide an unofficial transcript from their home institution where there are course pre-requisites or restrictions. Unofficial transcripts can be uploaded using the SUNY application. In some cases, courses require 'special permission' to be enrolled. This is generally due to additional requirements or the need to advise enrollees of any additional course expectations. Students must contact the department offering the course if special permission is required.

7. Register for the course at SUNY Cortland.

Cross-registering visitors self-register for the course using SUNY Cortland's online portal, myRedDragon. Registration must occur prior to the course add deadline during your registration window (time ticket). Late registration is not permitted. Please contact the Registrar's Office / Student Registration and Record Services Office if you have any questions or need assistance.

In general, students will not be responsible for any additional course fees. In some specialized cases, courses are fees added to sections where specialized materials must be purchased. You will see any applicable fees on the course schedule. Some campus fees may apply to students attending in person who park on campus or use on-campus facilities.

8. Attend! Welcome to Cortland!

Students should be aware of SUNY Cortland's deadlines for course changes and withdrawals, and they should notify SUNY Cortland and they must notify the home institution if any schedule changes are made within 5 business days.

After Final Grades

If students are properly approved via the cross-registration process, they will not need to take any further steps after the course is completed and final grades are assessed. SUNY Cortland will automatically provide a transcript to the home institution (though students are welcome to request an additional one at no charge). In addition, Cortland will provide any needed documentation to the home institution's financial aid and/or student account office (or campus the equivalent).

Policy Information and Requirements

Policies in place at SUNY Cortland and the home institution must be followed to maintain enrollment. All current SUNY Cortland catalog policies will apply to cross-registered course enrollments.

Enrollment Notices

Students must maintain any required enrollment at the home institution. In addition, students must be in good academic standing (eligible to attend class). Cross-registering students are limited to six credits of undergraduate cross-registered coursework per term at Cortland.

Enrollment changes while students are cross-registered may impact their eligibility for financial aid for the current term and/or future terms (e.g. dropping below full-time). Students should consult their home Financial Aid Office regarding academic eligibility for financial aid before making any changes to a schedule.

Students are responsible for notifying the appropriate offices on both the home and host campuses if they withdraw from any course(s) within 5 business days.

Please be advised that if students fail to meet the enrollment requirements, they may be directly liable for tuition.

Retroactive cross-registration is not permitted. Students must complete all required steps in advance, and in accord with the established deadlines.

Data Sharing and Reporting

Completion of the Cross-Registration form grants approval for a SUNY Cortland to release grades/transcripts to the home institution at the end of the semester. Students will not be required to request a transcript and will not be required to pay a transcript fee when it is provided to the home institution. Student may also receive a transcript for themselves, at no charge.

Applying for cross-registration also permits the home and host institutions to communicate regarding a student's academic and financial record, as it relates to cross-registration.

Student Conduct

Students are required to adhere to SUNY Cortland's Code of Student Conduct while attending. Students are also required to adhere to the conduct policies of the home institution while they are enrolled. Students who are academically or disciplinarily suspended/dismissed at either institution are ineligible for cross-registration. Students who are dismissed or suspended during the cross-registered academic term will be required to cease enrollment at SUNY Cortland and may be liable for tuition and fees.