



VISITING STUDENT

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**CROSS  
REGISTRATION  
GUIDE**

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2019-2020 VERSION

# WELCOME TO CORTLAND

SUNY students are always welcome to attend SUNY Cortland as a cross-registering student or a visiting (non-matriculated) student. Please speak with your advisor or visit the Registrar's Office on your home campus to learn more about cross-registration. Your home campus can help you determine if you are eligible for a cross-registration consortium aid agreement as well.

## SUNY Cross-Registration Policies

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.

You may attend SUNY Cortland using cross-registration with or without financial aid from your home institution. If you attend using aid from your home institution, you will be attending as part of the SUNY-wide Financial Aid Consortium Agreement. Your financial aid office at your home institution can help you navigate the application and consortium 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 the institution where you are a matriculated degree-seeking student. SUNY degree-seeking students that are enrolled full time at other campuses would refer to SUNY Cortland as the "host institution."

You are able to cross-register at Cortland if you are enrolled at a state-operated SUNY College or University, or a SUNY Community College.

CUNY, private colleges, and state-operated schools at Alfred University and Cornell University are not included in the agreement.

You 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 online application:

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

## APPROVAL INFORMATION

To register at SUNY Cortland, you must receive preliminary approval from your advisor, registrar and financial aid office at your home campus.

### Approval Deadlines

Because of the need to coordinate between the home and host institutions, you should complete the cross-registration application and receive ALL required approvals from your home campus at least 1 calendar week before the start of classes. Cross-registration can be a lengthy process. It's critical that you begin this process early to complete all of the steps in advance of the deadline. Cortland requires that all preliminary approvals from the home campus be obtained before class begins.

If you are unable secure permission by this time, please call our office directly at 607-753-4702 or email us at [cross.registration@cortland.edu](mailto:cross.registration@cortland.edu) for assistance.

Late or exceptional registration is not available to non-matriculated or cross-registering students.

### Course Applicability for Cross-Registration

Courses *must be applicable* toward your degree at your home institution in order to qualify for financial aid. Your home institution must also approve your registration request, and validate the need for the coursework. Your home campus will utilize its existing policies to determine eligibility.

### Summer and Winter Sessions

SUNY Cortland will accept most students in summer and winter sessions. Please contact your home institution to determine what aid is available to you during non-compulsory terms *before* completing the application. Some home campuses have aid and attendance restrictions in summer and winter sessions.

If you are applying late or you are unable to obtain permission at least one week prior to the class start date, please contact us directly for assistance.

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# HOST STUDENT CHECKLIST

The following checklist is provided to help guide you through the process. Your home campus may have additional requirements. Please speak with your home campus academic advisor and home campus registrar.



## **Speak with your home campus advisor or mentor.**

Generally, your academic advisor's approval will be needed. Since advisement models vary, you should refer to your home institution's policies to determine who you should receive approval from.



## **Complete the SUNY Cross-Registration Application**

This will begin the formal process. Once your home campus administrators receive the request, it will be forwarded to additional campus approvers. SUNY Cortland will review your application only after you receive preliminary advisement and registration approvals from your home institution. All requirements must be met to obtain final approval and receive the cross-registration benefit.

Please access the application online: [suny.edu/crossregister](http://suny.edu/crossregister)



## **Complete the SUNY Cortland Visiting Student Form**

The visiting student form is required. We use this step to create and activate your SUNY Cortland credentials and assign a Cortland ID. Once this is complete, a record will be created and you will be notified via email. You will have a registration window (time ticket) assigned, so you are able to register for the course online.

Students are also responsible for obtaining any needed health forms (as required by NYS law). If you are pursuing an online course, this is generally not required. You may also need to consult with your home campus medical services to receive your immunization information.





### **Follow Up With Your Home Campus and Review Your Application Status Online**

At minimum, the SUNY application requires that an advisor or advising office approve the applicability of the course, that the registrar approve the actual registration, and that the financial aid office or officer verifies your aid application. You should be aware of the contacts on your home campuses, so you can follow up or ask questions if needed.

Follow up with your home campus to be assured you have completed each required step.



### **Log In to SUNY Cortland's Web Portal**

You should log in our web portal - called myRedDragon - prior to registration. When you first log in you 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. You may access myRedDragon using any web browser at: <http://myreddragon.cortland.edu>.



### **Upload Your Unofficial Transcript**

You are required to provide an unofficial transcript from your home institution if there are course pre-requisites or restrictions. Unofficial transcripts can be uploaded to the SUNY online cross-registration application. In some cases, courses may require you to receive 'special permission' to enroll. This is generally due to additional requirements or the need to advise you of any additional course expectations. You must contact the SUNY Cortland academic department offering the course, if special permission is required.

Your unofficial transcript will be used to verify your completion of course prerequisites.



## Register for the Course

Cross-registering visitors self-register for courses using myRedDragon. Registration must occur before to the course add deadline during your registration window (time ticket). Late registration is not permitted. Please contact Student Registration and Record Services if you have any questions or need assistance.

In general, you will not be responsible for any additional fees. In some specialized cases, course fees added to sections where specialized materials must be purchased. You will see any chargeable fees on the course schedule. Please note that you may be responsible for optional fees, such as parking permit fees.

## Attending Cortland

You should be aware of SUNY Cortland's deadlines for course changes and withdrawals. You must notify SUNY Cortland and your home institution if you make any schedule changes. The agreement requires you to notify both campuses within 5 business days.

## Your Final Grade

If you were approved via the cross-registration process, you 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 your home institution. You are welcome to request additional transcripts at no additional charge as well. (Charges may apply for online orders.) SUNY Cortland will provide any needed documentation to your home institution's financial aid and/or student account office to finalize the process.

SUNY Cortland automatically sends a transcript to your home institution.

## ADDITIONAL POLICIES

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.

- You must maintain any required enrollment at your home institution and remain in good academic standing. Cross-registering students are limited to six credits of undergraduate cross-registered coursework per term at Cortland.
- Enrollment changes while you are cross-registered may impact your eligibility for financial aid for the current term and/or future terms (e.g. dropping below full-time). You should speak with your financial aid counselor at your home institution for information about your aid eligibility before making any changes to your schedule.
- You are responsible for notifying the appropriate offices on both campuses within 5 business days if you withdraw from any course(s).
- Please be advised that if you fail to meet the enrollment requirements, you may be directly liable for tuition.
- Retroactive cross-registration is not permitted. You must complete all required steps in advance, and in accord with the established deadlines.

### Information Sharing

Completion of the Cross-Registration form grants approval for SUNY Cortland to release data, grades and transcripts to your home institution. You will not be required to request a transcript, since SUNY Cortland will send a transcript to your home institution automatically.

Applying for cross-registration permits the home and host institutions to communicate regarding your academic and financial record as it relates to cross-registration.

### Student Conduct

You are required to adhere to SUNY Cortland's Code of Student Conduct while attending. You may also be required to adhere to the conduct policies of your home institution while you are enrolled at Cortland. If you are academically or disciplinarily suspended/dismissed at either institution you become ineligible for cross-registration, will be required to cease enrollment at SUNY Cortland, and may be liable for tuition and fees.

Campus policies in place at the home *and* host schools will apply to students who cross register.

## FREQUENTLY ASKED QUESTIONS

### **Who can I contact at SUNY Cortland for assistance?**

You may always send an email to [cross.registration@cortland.edu](mailto:cross.registration@cortland.edu) or contact the Student Registration and Record Services Office at 607-753-4702. You can also use the "Contact Us" feature in the SUNY online application to reach us.

### **Is there an application fee?**

No. Cortland does not charge an application fee to any visiting student.

### **Who will send me a bill?**

Generally, your home campus will be the only campus that bills you. In addition, cross-registration generally will not result in an additional tuition charge beyond full time enrollment. In summer or winter sessions, depending on your enrollment status at your home school and the applicability of financial aid, you may be billed directly by Cortland.

Students may also be billed directly by Cortland where they have not been approved for cross registration or when they are not enrolled at the home institution. If you have questions, please do not hesitate to contact us directly.

### **Do I have to order and pay for a transcript from Cortland?**

No. SUNY Cortland will send your transcript after the course you are taking concludes. There is no charge for transcripts sent as part of the cross-registration process. If you encounter any issues, or need an additional copy, please contact us directly.

### **Do I need to send in immunization or health paperwork?**

Most students attend virtually (online) as part of cross-registration, and do not need to complete any health forms. If you are attending courses on the Cortland campus, you may be required to submit forms. You will be notified as part of the application process if you need to supply any additional records.

### **Do you register me automatically, or do I register myself?**

All students are required to register online due to enrollment policies. SUNY Cortland staff will not register students automatically. When registering, you will be required to accept certain policies and supply required information. See the checklist in this guide to learn how and when to register online.

Do not hesitate to contact us online or by phone.

All students must register online using our web portal.



# KEEP IN TOUCH

**Student Registration and Record Services manages cross-registration at SUNY Cortland. Do not hesitate to contact us for help with the application and enrollment processes.**

607-753-4702

[cross.registration@cortland.edu](mailto:cross.registration@cortland.edu)

## ADDITIONAL CONTACTS

### **Student Accounts**

Student Accounts coordinates billing, posts payment, manages the monthly payment plan and more. Contact them for any billing or fee-related questions.

*[bursar@cortland.edu](mailto:bursar@cortland.edu) or 607-753-2313*

### **Financial Aid**

Provides a broad range of financial services, advice and education to make your education more affordable.

*[financial.aid@cortland.edu](mailto:financial.aid@cortland.edu) or 607-753-5990*

### **The Help Center**

The Help Center is available to help you with your password, account and computing needs.

*[thc@cortland.edu](mailto:thc@cortland.edu) or 607-753-2500*

### **Cortland Switchboard**

If you don't know where to start, our helpful switchboard colleagues can connect you with the right office.

*607-753-2011*

### **All Offices A-Z**

We have many more resources available to help you. Review all of the offices and support services on campus online: <http://www2.cortland.edu/offices/>



Student Registration and Record Services  
PO Box 2000  
Cortland, NY 13045-0900

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