



Category:  
Academic Affairs

Responsible Office:  
[Academic Affairs](#)

**Procedure Title:**

Cross Registration of Students, Guidelines for

Document Number:  
1001

Effective Date:  
February 23, 1973

This procedure item applies to:  
Community Colleges  
State-Operated Campuses  
Statutory Colleges

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**Summary**

This procedure establishes the method by which State University of New York (University) campuses may enter into a cross registration arrangement with other public or private colleges in New York State to provide a wider variety of options to both public and private students at potentially lower costs.

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**Process**

The state-operated campuses and the community colleges of the State University of New York (University) may enter into a cross registration arrangement with other public or private colleges in New York State to provide a wider variety of options to both public and private students at potentially lower costs.

Students from private institutions, with which a campus has a cross registration agreement, may be granted admission to courses at that state-operated and community college campus where an equivalent number of admissions are made available for students enrolled in state-operated and community college campuses to attend classes in the private colleges.

The process among "participating" campuses will permit students at those campuses to take and receive credit for courses at another participating campus, without payment of tuition beyond the tuition already paid to the home campus. There will be no exchange of funds between participating campuses.

**Required Conditions**

The following conditions will apply to cross registration procedures:

- A. cross registration privileges apply to full-time, matriculated, undergraduate students;
- B. each student must receive prior approval at the home campus for a course s/he wishes to take;
- C. the course must be one that is not available on the student's home campus;
- D. the host institution may apply such restrictions to incoming students as it wishes, however, these

restrictions should be published and known on all campuses;

E. no additional class sections will be opened to accommodate cross-registered students; and cross-registered students will be accommodated in courses only when all home campus registered students have been assigned to course sections;

F. students must take at least half of their academic load at any given time on their home campus (cross registration involving more than half-time study will generally involve transfer);

G. each participating campus will maintain records on a semester or quarter basis as appropriate and make every effort to adjust any imbalances in the next succeeding semester or quarter;

H. a campus intending to participate in cross registration procedures under these guidelines must obtain specific annual authorization by providing the following information to the chancellor:

1. a list of all intended participants, public and private; and
2. an estimate of the intended annual scale of cross registration activity in terms of headcount and credit hours.

### **Administrative Procedures**

#### **A. State-Operated Campuses**

1. A state-operated campus student taking courses off campus, at either a community college or a private college, that is participating in the cross registration procedure will be registered at the home campus as being in the off campus course with the record showing the campus and the course title. The off campus instructor would report grades to the students home campus for recording. The full-time enrollment (FTE) load of all off campus registrations is accumulated and reported, in all enrollment reports, to the system administration.

2. A private college or community college student attending courses at state-operated campuses will register on her/his campus according to local regulations. Grades are sent to the student's home campus. The FTE load represented by off campus student attendance in a state-operated classroom is identified separately and reported, in all enrollment reports, to the system administration.

#### **B. Community College Campuses**

1. A community college student taking courses off campus, at a state-operated campus or at a private college campus that is participating in the cross registration procedure, will register at the home campus for all courses taken at the home campus or off campus. The off campus courses will be designated by a course number and title. For example, a three-hour course college X might be designated "off campus, college X, three hours." All calculations would include the FTE for these three credit hours. Financial support from sponsor, chargeback, state and tuition sources will continue to be based upon such accumulated FTE.

The total FTE workload represented by these students will be available for analysis purposes.

2. A private college or state-operated college student attending courses at a community college will register for the course at the community college. S/he will be on the class lists and will figure in teacher load. The campus will establish a record category for this type of student. No state, sponsor or chargeback support will be provided for these students nor will they generate any tuition income at the host campus. The Registrar will report the grade to the appropriate home college.

## Forms

There are no forms relevant to this procedure.

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## Related Procedures

There are no related procedures relevant to this procedure.

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## Other Related Information

There is no other information relevant to this procedure.

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## Authority

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Education Law §355](#) (Powers and duties of trustees - personnel functions.)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

Chapter 464 of NYS Laws of 1972

State University of New York Board of Trustees Resolution 73-58, dated February 28, 1973.

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## History

Memorandum to presidents from the office of the chancellor dated August 23, 1973 regarding guidelines for cross registration of students.

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## Appendices

There are no appendices relevant to this procedure.