

GUIDELINES FOR CROSS REGISTRATION OF STUDENTS



State University of New York

Memorandum to Presidents

Date: August 23, 1973

Vol. 73 No. 42

From: Office of the Chancellor

Subject: Guidelines for Cross Registration of Students

I'm pleased to forward to you the first set of guidelines to be issued under Board of Trustees' authorization for participation in interinstitutional arrangements.

Under these guidelines, approved by the Director of the Budget, State-operated campuses and the community colleges may now develop cross registration procedures with other public or private colleges in New York State on a three-year experimental basis.

Your attention is specifically directed to the required conditions for participation in these procedures set forth in pages 3 to 5 of the guidelines. The cross registration privileges apply only to full-time, matriculated, undergraduate students. Approval to take a course at another campus may be granted only if that course is not available at the home campus.

Since these procedures have been approved only for the three-year experimental period, it's incumbent upon us to develop proper controls for evaluation to determine the advantages to both the public and private sectors of higher education. There's no commitment to continue the program beyond the three-year period until the results of such evaluation are studied.

You'll note the requirement for annual authorization from the Chancellor. I'm asking Murray Block, as Deputy for Campus Liaison, and whose office is responsible for regional activities, to coordinate this project. Therefore, your requests for authorization and any questions you may have about this new procedure should be directed to him.

Thanks very much.


Ernest A. Boyer

Attachment

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This memorandum addressed to:
Presidents, State-operated Campuses
Presidents, Community Colleges

Copies for information only sent to:
Chancellor Kibbee
Dean McGrath

GUIDELINES FOR CROSS REGISTRATION OF STUDENTS

AUGUST 1973

Basic Assumptions

The Governor, the Legislature, the Regents, the Trustees of State University, the Commission on Independent Colleges and Universities all have made statements concerning the necessity of finding new ways to utilize the resources of both the public and private institutions of higher education in the State in cooperative enterprises. The Education Law and Trustees' Resolution #73-58, dated February 28, 1973, now enables participation by the State-operated campuses and the community colleges in interinstitutional arrangements in accordance with required guidelines. The first item to be developed under these guidelines is the cross registration procedures.

The State-operated campuses and the community colleges may enter into a cross registration procedure with other public or private colleges in New York State on a three year experimental basis to test the practicality of cross registration as a device to provide a wider variety of options to students, both public and private, at costs at least no greater and potentially less than now being incurred.

It is intended that the students from private

institutions be granted admission to courses in State-operated and community college campuses on the grounds that the consideration for such admissions will be an equivalent number of admissions being made available for students enrolled in State-operated and community college campuses to attend classes in the private colleges.

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

Required Conditions

The following conditions will apply to cross registration procedures:

1. Cross registration privileges would apply to full-time, matriculated, undergraduate students.
2. Each student must receive prior approval at the home campus for a course he or she wishes to take.
3. The course must be one that is not available on the student's home campus.
4. The host institution may apply such restrictions to incoming students as it wishes. However, these restrictions should be published and known on all campuses so that misunderstandings and wasted effort are minimized. All State-operated and community college campuses will follow these guidelines and include the following restrictions:
 - a. No additional class sections will be opened to accommodate cross registered students.
 - b. Cross registered students will be accommodated in courses only when all home campus registered students have been assigned to course sections.

5. Students must take at least half their academic load at any given time on their home campus. (Cross registration involving more than half-time study will generally involve transfer.)

6. The procedure will be in effect for three years, with a comprehensive review at the end of each year which quantifies the amount of cross registration in terms of headcount and specific courses taken by both home campus students studying off campus and off campus students taking courses at the reporting campus, including the institutional origin of those students. The review will also identify all imbalances created, and recommend continuation, modification or termination of the program.

This review will be incorporated as part of the annual report of interinstitutional cooperation required by Trustees Resolution #73-58, dated February 28, 1973. Notwithstanding such annual review, 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.

7. These guidelines will be reviewed and be subject to change annually. Any revisions will also be applicable to all State operated and community college campuses participating in cross registration procedures

at that time.

8. A campus intending to participate in cross registration procedures under these guidelines must obtain specific annual authorization from the Chancellor. In the request for such authorization, the campus will include the following information:

a. A list of all intended participants, public and private;

b. An estimate of the intended annual scale of cross registration activity in terms of headcount and credit hours.

Administrative Procedures

It is the intent of the administrative procedures, as well as the annual review, to provide the information necessary to enable the campus to direct its participation in the cross registration process toward the end that an equitable balance be attained between home campus matriculants taking courses off campus and off campus matriculants taking courses on campus.

A. State-Operated Campuses

1. A State student taking courses off campus at either a community college or a private college which 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 FTE load of all off campus registrations would be accumulated and reported in all enrollment reports to the Central Office, such as the course and section analysis report and other required enrollment reports.

2. Private college or community college student attending courses at State-operated campuses will

be registered on his campus according to local regulations. His grades will be sent to his home campus.

The FTE load represented by off campus student attendance in a State-operated classroom will be identified separately and reported in all enrollment reports to the Central Office, such as the course and section analysis report and other required enrollment reports.

B. Community College Campuses

1. A community college student taking courses off campus at either a State-operated campus or at a private college campus which is participating in the cross registration procedure will register at the home campus for all courses taken either at the home campus or off campus. The courses off campus will be designated by a course number and title. For example, a three hour course college X "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. 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.

The total FTE load produced by these students will be available for analysis purpose.