

ERIE COMMUNITY COLLEGE CROSS REGISTRATION PROCEDURES

STUDENTS SHOULD READ THIS INFORMATION CAREFULLY BEFORE COMPLETING A CROSS REGISTRATION FORM. Failure to do so may result in completion of course work WHICH is not applicable to degree requirements and/or tuition liability for cross registered course work.

Complete procedures are also accessible on our web page: www.ecc.edu.

The cross registration process enables full-time, matriculating students to take a course(s) at other participating area colleges/universities. Cross registrations are handled as transfer credit and are not added into to GPA. There is no additional tuition charged to a student by the participating college/university if the student remains full time at ECC.

REQUIREMENTS:

1. The ECC student must be a matriculating student who is carrying a full-time course load (12 credit hours) at ECC during the semester in which he/she cross registers.
2. One course per semester may be taken as a cross registered student.
3. Only undergraduate courses may be taken via the cross registration program. Independent studies are **not** allowed.
4. The course for which a student cross registers should not be offered at ECC during the same semester.
5. Fall and spring semesters are the only times when a student may cross register.

OTHER PERTINENT INFORMATION:

1. If at any time during the semester, the student drops below 12 credit hours at ECC, he/she is automatically ineligible to continue participation in the cross registration program. ECC's Cross Registration Officer (Registrar) will notify the other institution (known as the "visiting institution") of the student's ineligibility and the visiting institution will determine the appropriate course of action to be taken, i.e, student will incur tuition liability for the cross registered course, or the visiting institution will automatically cancel the enrollment in the cross registered course. ECC College personnel will in no way intervene with the actions enforced by the other institution.
2. Select participating institutions enforce NYS or Erie County residency requirements in order to waive cross registration tuition charges. It is **strongly recommended** that a student consult on this issue with the Cross Registration Officer at the institution where he/she wishes to cross register **BEFORE** cross registering.
3. Cross registration in military science (ROTC) courses may result in the application of other policies and restrictions.
4. The participating institution may require any pertinent fees for select courses. Consult the Cross Registration Officer at the visiting institution at the time that you cross register for information on courses with additional fees.

PARTICIPATING INSTITUTIONS:

1. Buffalo State College
2. Canisius College
3. Daemen College
4. D'Youville College
5. Empire State College
6. Eire Community College – City, North, South campuses
7. Genesee Community College
8. Hilbert College
9. Houghton College – Main Campus
10. Jamestown Community College
11. Medaille College
12. Niagara County Community College
13. Niagara University
14. St. Bonaventure University
15. State University College at Fredonia
16. State University College of Technology at Alfred
17. State University of New York at Buffalo (UB)
18. Trocaire College
19. Villa Maria College

PROCEDURE FOR CROSS REGISTRATION:

1. Complete a cross registration form available at each of ECC's registrar's offices. Be certain to complete all information requested, including the course, course #, title, and credit hours the course carries.
2. Bring the cross registration form to the participating college/university. Consult the cross registration listing accessible in ECC's Registrar's office for dates, times, and locations for cross registration.