

# **The San Francisco Consortium**

## **Policy:**

A regularly-enrolled, full-time, matriculated student of a San Francisco Consortium institution may register for credit in courses offered by other member institutions with the consent of his/her faculty advisor and the host institution instructor, space available. This policy applies only to the regular sessions of the academic year, and specifically excludes summer session, intersession, extension, and similar programs.

1. Cross registration is limited to one course per quarter/semester at only one other institution, except where special arrangements are made between participating institutions.
2. Cross registration is accepted three weeks prior to the beginning of the quarter
3. If the student falls below full-time status during the quarter/semester of cross registration, enrollment is cancelled.
4. If the student drops the course before completion, he/she must notify both the host and home registrars and complete appropriate forms to avoid the recording of a failing grade.
5. Students from consortium institutions enrolling at the University of San Francisco (USF) and Golden Gate University are charge tuition, and must make payment at the time of registration.
6. Grades are reported from the host institution to the student's home institution registrar.

## **Conditions:**

The following conditions must be met before a student may register for credit at a member institution and have the credit accepted toward graduation requirements:

1. the student is matriculated and currently enrolled full-time in a degree program.
2. the desired course is not offered at the home institution.
3. the student has the approval of his/her faculty advisor, has satisfied prerequisites, and is acceptable to the member institution, space available.

## **Procedures for the student:**

1. obtain the signature of his/her faculty advisor and home institution registrar on the application
2. deliver the signed application to the host registrar, in accordance with the registration schedule at the host institution. The host registrar will sign and keep a copy of the application
3. pay required fees at the host institution
4. retain a copy of the application for your records
5. delivers a copy of the application to the home institution registrar

# The San Francisco Consortium

1. Cross Registration for: \_\_\_\_\_ 20 \_\_\_\_\_  
Quarter/Semester/Term

## 2. Student Data:

\_\_\_\_\_  
Last Name                      First Name                      Initial                      Birth date

\_\_\_\_\_  
Local Address

\_\_\_\_\_  
Major                      Classification: Freshman, sophomore, etc.                      Student ID No.

## 3. Course Listing:

\_\_\_\_\_  
Dept.                      No.                      Course Title                      Units

## 4. Check Appropriate Boxes:

**Home**

**Host**

City College of San Francisco

—

—

Golden Gate University

—

— (Tuition Required)

Hastings College of the Law

—

—

San Francisco State University

—

—

University of California, San Francisco

—

—

University of San Francisco

—

(Tuition required)

5. In consideration of the acceptance of this request, I acknowledge that I am not cross-registered in any other course this quarter/semester through the San Francisco Consortium, except where special arrangements are made between participating institutions, and that I have read the statement of Cross Registration Policy, Conditions, and Procedures, and agree to the above, subject to the conditions of my home institution.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Required Signature Approvals:

Home Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Home Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Home Registrar \_\_\_\_\_ Date \_\_\_\_\_

Host Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Host Registrar \_\_\_\_\_ Date \_\_\_\_\_

*Submit one copy of the form to the Home Registrar, one copy to the Host Registrar, and retain one copy for your records*