



*In general, the institutions in the consortium schedule different start and end dates, and vacations. The student is responsible for arranging to keep up with coursework despite calendar disjunctions and, in some cases, must arrange for food and lodging when residence halls at their Home Institution are closed. Students will be enrolled as part-time, non-matriculated students at CRC until such time a bachelor's degree has been awarded. Students must abide by CRC's attendance regulations, honor systems, parking regulations, etc. Students must also adhere to CRC's policies and procedures for incompletes, withdrawals, pass/fail, fees, or adding/dropping.*

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Non-Clarkson Email address:** \_\_\_\_\_

**Home Institution:**  Union College  Siena College **Home Inst. ID:** \_\_\_\_\_

**Have you ever taken a course at Clarkson before?**  Yes\*  No **\*If yes, Clarkson ID:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Local Address:** (where you live while in school) \_\_\_\_\_

\_\_\_\_\_

**Country:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  Home  Mobile

**Required: Are you a US Citizen?**  Yes  No (if no, complete the following):

Country of Citizenship: \_\_\_\_\_ Current Immigration Status: \_\_\_\_\_

**When do you anticipate receiving your bachelor's degree:** \_\_\_\_\_

**Please indicate which Cross-Registration program you qualify for:**  Early Admission - Siena  Union Student  
 See page 2 of this document for more information on cross-registration programs available.  Early Admission - LIM  Union Employee  
 Early Admission - Union  Union Employee Dependent

**Course Information** (to facilitate course enrollment, please list all information requested below)

\*Distance courses are denoted by a section number which begins with a "6" and may not be accepted for credit at your Home Institution. Contact your Registrar's office for verification.

Class #	Subj & Cat #	Section	Credits	Home Equivalent Crs	Term/Year
					<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring 20____
					<i>You must fill out a new form each term you wish to enroll</i>

*The Family Educational Rights & Privacy Act of 1974, Public Law 93-380, Section 483 requires the written consent of the student before any information, other than directory, can be released. By your signature on this form, you are allowing Clarkson University to furnish a copy of this form, a class schedule, and an official academic transcript to your Home Institution.*

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

**Home Institution Advisor\***  
 \_\_\_\_\_  
 Signature Date

**Clarkson University Advisor or Program Director**  
 \_\_\_\_\_  
 Signature Date

Home Institution Registrar or HR Office<sup>1</sup> \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>Certifies the student/employee is eligible for cross-registration

email: \_\_\_\_\_

Clarkson University Registrar's Office
Enrolled: <u>Y</u> <u>N</u> Date: _____
If no, reason: _____

\*LIM Students must obtain the signature of their Clarkson University Advisor, and Union College Registrar's office. An advisor from Union College does not need to sign this form.

Union College, Siena College, and Clarkson University Capital Region Campus (CRC) are separate institutions. All Union or Siena College undergraduate students, and Union College employees/dependents wishing to take graduate courses offered by CRC must complete this Cross Registration form. Cross Registration is offered on a space-available basis only, and enrollment in selected courses is not guaranteed. Students will pay tuition to their Home Institution, but will be responsible for any special fees, such as (but not limited to) lab fees, late fees, or any tuition charges associated with additional credits taken in excess of what is covered by the cross-registration agreement.

**Information and instructions for Siena and Union students in early admission (accelerated) programs:**

*Students in early admission programs have been formally accepted into a Clarkson University graduate program, and should follow the instructions, below:*

1. Obtain the list of available courses from Clarkson University’s Courses and Schedules website ([link](#)).
2. Select a course (or courses) in consultation with your Home Institution academic advisor and obtain their signature on this form.
3. Take the signed form to your Home Institution’s Registrar’s office for certification that you meet the eligibility criteria to cross-register.
4. Return (or have your Registrar’s office email) the signed form to the appropriate Clarkson University academic advisor for verification that you meet the requirements to enroll in the selected course(s) – see list of advisors below.
5. The Clarkson University Registrar’s office will receive the fully signed form from the Clarkson University advisor. You will receive email confirmation from the Clarkson University Registrar’s office once your enrollment has been processed.

**Limitations:** With the exception of LIM students, any student accepted into an early admission program is limited to three (3) cross-registered courses at CRC. Any courses taken in addition to the three covered courses will be billed at the standard tuition rate in effect at the time of registration.

**Additional Information for LIM Students:**

No payment or deposit is required at the time you submit your cross-registration form, but LIM-MBA seniors will be billed during their final term of the program.

*\*LIM Students must obtain the signature of their LIM Advisor and Union College Registrar’s office. An additional advisor signature is not required for this program.*

**Information and instructions for all other Union College constituents:**

1. Obtain approval to take a graduate course from your Home Institution academic advisor, and your Home Institution’s Registrar’s office (students) or HR office (employees/dependents).
2. Schedule an appointment with the appropriate Graduate office to secure their approval to enroll (see contact information, below).
3. Take the signed form to CRC’s Student Administrative Services office, located on the 1<sup>st</sup> floor of 80 Nott Terrace. Office hours may vary, but are typically Monday through Friday, 8:00am-4:30pm. You may also scan and email the form to [Registrar@clarkson.edu](mailto:Registrar@clarkson.edu).

**Limitations:** Union College students are limited to two (2) cross-registered courses at CRC. Union College employees should refer to their HR office for details regarding number of courses approved under the cross-registration benefit.

**Clarkson University Contact Information**

Coulter School of Engineering, CRC	Marci Manberg, Graduate Coordinator	<a href="mailto:mmanberg@clarkson.edu">mmanberg@clarkson.edu</a>
Reh School of Business, CRC	Marci Manberg, Graduate Coordinator	<a href="mailto:mmanberg@clarkson.edu">mmanberg@clarkson.edu</a>
Student Administrative Services	Caitlin Donnelly, Student Records Specialist	<a href="mailto:registrar@clarkson.edu">registrar@clarkson.edu</a>

By signing this form, you authorize Clarkson University to provide an official transcript to your Home Institution as evidence of course completion.