

## **CROSS-REGISTRATION vs. REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION**

		<b>IF YES...</b>	<b>IF NO...</b>
<b>1</b>	Is the student in academic good standing?	Proceed to #2	The student is ineligible.
<b>2</b>	Is the student full-time ( $\geq 12$ credits UG, $\geq 9$ credits GR) in the term of the requested course?	Proceed to #3	Complete a Request to Take Courses at Another Institution Form
<b>3</b>	Is the course in either the Fall or Spring term?	Proceed to #4	Complete a Request to Take Courses at Another Institution Form
<b>4</b>	Is the course at one of the following institutions: Carlow, CMU, Chatham, CCAC, Duquesne, LaRoche, Pgh. Theological Seminary, Robert Morris, Univ. of Pittsburgh?	Eligible for Cross-Registration	Complete a Request to Take Courses at Another Institution Form

<b>CROSS-REGISTRATION</b>	<b>REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION</b>
Limited to one course per Fall and/or Spring term. (No cross-registration in Summer and Intersessions.)	Limited to one course in the Fall or Spring and two courses in the Summer.
Paperwork is handled by the Registrar's Office. The student only completes the Cross-Registration Request Form.	The student is responsible for applying to the other institution and completing all necessary registration paperwork at the other institution.
Tuition at the other institution is covered under Point Park's full-time tuition. The student is responsible for books and any additional course fees (lab fees, private instruction fees, etc.)	The student is responsible for all tuition, fees and books at the other institution.
The student must adhere to both Point Park's and the other institution's deadlines. Student is responsible for notifying the Point Park Registrar's Office of desire to drop or withdraw from the other institution's courses.	The student must adhere to the other institution's deadlines.
Both the grade and applicable credits are posted to student's transcript, regardless of the grade received. The other institution automatically sends an official transcript at the end of the term.	Credit only is posted to the student's transcript if the student receives a "C" grade or higher. (If the grade is a "C-" or lower, no credit is granted.) At the end of the term, the student must request an official transcript from the other institution be sent to the Point Park Registrar's Office.