**CEDAR CREST COLLEGE**

**ONLINE CONSORTIUM OF INDEPENDENT COLLEGES AND UNIVERSITIES (OCICU)**

**CROSS REGISTRATION GUIDELINES & APPROVAL FORM**

**Cedar Crest College OCICU Cross Registration Policy**

Cedar Crest is a charter member of the Online Consortium of Independent Colleges and Universities (OCICU), which offers a wide variety of online courses from accredited educational institutions. Students may register only for OCICU courses that have been approved by an academic advisor, appropriate department chairs or program directors, and academic dean. The OCICU course offerings are published in advance of each semester. Students interested in OCICU offerings must speak with an academic advisor for additional information and complete the OCICU Cross Registration Approval Form.

**OCICU Advisement**

Please note that OCICU courses often have different start and end dates from on-campus Cedar Crest College courses. A majority of OCICU courses are offered in eight-week sessions. Keep in mind that due to our consortium agreement, OCICU course credits are not considered transfer credits; **a student’s transcript will record letter grades for completed OCICU coursework**. All advisors and students should review the OCICU Student Guidebook prior to registering for classes. The OCICU Student Guidebook is available at [www.ocicu.org/pdf/OCICU\_StudentGuidebook.pdf](http://www.ocicu.org/pdf/OCICU_StudentGuidebook.pdf) . Students should be given an electronic copy for their reference

**Required Skills for Successful Online Coursework**

The skills required for completing an online course include, but are not limited to:

* Knowledge and comfort in using technology;
* Access to the Internet and computer equipment;
* Self-sufficiency in carrying out tasks;
* Organization and motivation in the completion of assignments;
* Competence in communicating with others in online discussions;
* Proficiency in college-level research and writing.

**REQUEST FOR REGISTRATION - CEDAR CREST COLLEGE**

**ONLINE CONSORTIUM OF INDEPENDENT COLLEGES AND UNIVERSITIES (OCICU)**

**CROSS REGISTRATION APPROVAL FORM**

**General Information:**

Student Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cedar Crest ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Undergraduate (SAGE)

\_\_\_\_\_\_\_\_\_\_ Graduate

Major or Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cross Registration Information:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *OCICU Host Institution* | *Course Abbreviation* | *Course Number* | *Course Section* | *Course Title* | *Term/ Session/ Year* | *Credits* | *Start Date* | *End Date* | *Cedar Crest Course Equivalent* | *Add/Drop* |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Alternate Courses |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Signatures of Approval:**

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

Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Department Chair/Program Director (associated with student’s major/program):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Once the form is completed, please retain a copy for your records and submit the form to Cedar Crest College’s Registrar Office. Completion of this form does not mean student is registered. This form is a REQUEST for registration and does not take the place of the official notification. Please do not contact the host institution for any reason.! You will be contacted at the email provided once the registration process is complete.*