

CROSS REGISTRATION FORM

For students at South Carolina State University, Claflin University and Orangeburg-Calhoun Technical College.
NOTE: This form must be used by all students of the institutions listed above who wish to cross-register, whether or not the courses are taken under the "tuition-free" charge policy. See reverse side for policies, limitations and instructions.

Home Institution	Host Institution Campus ID	
Host Institution	Term	Year

Personal Data

Name (Last, First, M.I.)		SSN (required)	Campus ID (required)
Date of Birth	Campus Email	Program/Major	
Classification <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR		Telephone Number	
Mailing Address (Street)		City	State, Zip Code

Have you attended the host institution before? Yes No If yes, when? _____
If you have attended under a different name, what was that name? _____

TITLE(S) OF REQUESTED COURSE(S)	CRN	Course Prefix	Number	Class or Section Number	Credit Hours	Home Campus Academic Affairs Office (comparable course number)
Example: English Composition	1234	ENG	150	01	3.0	ENG 101
1.						
2.						

Total hours approved by Advisor to be taken at the host institution: _____ Chairperson Signature _____
Date _____

I hereby authorize my grades for the course(s) listed above to be sent to the Registrar's Office of my home institution at the end of the semester. The above information provided by me is true.

Student's Signature _____ Date _____

I have verified the above course(s) at the host institution is/are not offered at all or conflict with another scheduled course at the home institution

Home Institution Academic Officer _____

Signatures of Approval (Student is requested to follow approval sequence 1, 2, 3, 4, 5 and 6)

HOME INSTITUTION REGISTRAR/DEAN:

Student is registered in _____ credit hours
 will or will not pay full tuition at home inst.
 is or is not a resident of South Carolina

HOST INSTITUTION REGISTRAR/DEAN

*Registrar retain original copy (provides photocopy to Finance Office).
*Host Registrar sends second copy to home Registrar -- (who provides photocopy to Finance Office)

1. _____ Date _____
Home Institution Registrar
2. _____ Date _____
Home Institution Academic Affairs Officer
3. _____ Date _____
Home Institution Finance Officer

4. _____ Date _____
Host Institution Academic Affairs
5. _____ Date _____
Host Institution Finance Officer
6. _____ Date _____
Host Institution Registrar

CHEC

SCSU • CU • OCTC

Cross Registration Policies/Procedures Between South Carolina State University, Claflin University and Orangeburg-Calhoun Technical College (CHEC - Community Higher Education Council)

Cross-Registration Policies

1. Full-time undergraduate students may participate:
 - a. if they are in good standing at their home institution, and
 - b. if they have paid full-time tuition and fees to their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus), and
 - c. provided the course(s) at the host institution is/are not offered concurrently at the home institution (i.e., not offered at all or not offered at a reasonably scheduled time), and
 - d. if they meet the prerequisite requirements of the host institution, etc., and
 - e. if the required approvals are obtained.
2. Part-time students will pay regular per-credit tuition and fees charges directly to the institution at which the course is taken.
3. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus.
4. Special fees such as laboratory fees and book fees, must be paid to the host institution and are not covered under cross-registration policy.
5. All courses taken at the host campus will be transcribed and sent to and recorded by the home institution. Grades will not be included by the home institution in academic calculations. A minimum grade of "C" is required for transfer for all major, minor and approved elective courses. Also, specified courses in the General Education Curriculum (GEC).
6. **Credit for work completed at other institutions by State University students will not be accepted for transfer if the student has previously been enrolled in an equivalent course in the University.**
7. Any exception to these policies must be approved in writing by the Vice President of Academics of both the home and the host institutions.
8. Cross-Registration does not apply to Summer School.
9. A limit of **one course per term or a maximum of 4 credits (Lecture and Lab)** will be approved for cross-registration.
10. Registration for host students will be accepted during the late registration period ONLY.
11. Students taking courses outside the CHEC Agreement are subject to the regular transient student guidelines.

Instructions to the Student

1. Complete the Cross-Registration Form on the reverse side. Please print clearly.
2. Make sure that have your Chairperson's approval and that your home Registrar approves this form before taking it to the Dean and Registrar of the host institution.
3. When you register at the host institution, remember that you must pay any special fees, such as laboratory fees, to the Finance Office.
4. You must abide by policies and schedules of the host institution regarding grades, exam dates, absences, withdrawal guidelines, etc.



Course Substitution/Waiver Request Form

Only courses identified on the advisement record form are acceptable for completing a student's program for graduation purposes. Any deviation from the approved program of study in completing core, major, or professional courses must be approved prior to enrolling in substitute course work. The rule is also applicable to awarding any transfer credit.

Student Information

Student Name:	Student ID:	Expected Date of Graduation:
Major:		

Requested Action (Please Check One)

Refer to attached policy

Course Substitution
 Course Waiver

Required Course(s)

Required Clafin Course Prefix/Number/Title	Course to be Substituted Prefix/Number/Title

Rationale Justification:

Attach a copy of the description of both courses as taken from the College catalog. If transfer substitution, a copy from the catalog of the institution where you took the course.

- No grade below "C" is acceptable for transfer courses.
- The final decision rests with the approvals below. Some consultation may be required with the program coordinator in another program if the course involves coursework normally received there.

Student Signature: _____ Date: _____

Approval: Circle and Sign

Approved	Not Approve	_____	_____	_____
		Advisor	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Chairperson	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Dean	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Provost	Printed Name	Date
Approved	Not Approved	_____	_____	_____
		Registrar	Printed Name	

Date

Clafin University/400 Magnolia St./Orangeburg, SC

University Policy 300.06
COURSE SUBSTITUTIONS AND EXEMPTIONS

Responsible Administrator: Provost – the Chief Academic Officer

Responsible Office: Office of the Provost and Office of Enrollment Management

Originally Issued: April 2019

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum.

Statement of Purpose

The purpose of this policy is to outline the University's process for course substitutions and or exemptions.

Applicability

This policy applies to all students at Claflin University.

PROCEDURES

Under exceptional circumstances a **substitution** or **exemption** from prescribed courses in a curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution awards the student credits of the substituted course. This type of exemption requires the submission of the **Course Substitution/Waiver Form**.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of a department chair and dean. This type of exemption requires the submission of the **Course Substitution/Waiver Form**.

Effective April 16, 2019