

## Cross Registration Instructions

ESF students are allowed to cross register at another SUNY college during the fall or spring semester. Students must register for a full 15 week class to participate in cross registration. Cross registration is intended to facilitate a student's timely degree completion. If a course is not required to remain on sequence for your primary major or General Education requirements, it is not eligible for cross registration. ESF does not participate in winter or summer cross registration. Please note that cross registration classes are treated as transfer credits so the grade will not be counted in your ESF GPA and you must receive a grade of C or higher.

### Definitions:

Home campus – ESF

Host campus – SUNY campus you will attending

ESF Guidelines for Cross Registration:

1. You must be a matriculated undergraduate student at ESF.
2. You may take a course at another SUNY college ONLY if the course is not offered at ESF, or the course is offered but it conflicts with another required course, or the course will not be offered again before your graduation.
3. You MUST complete the paper application for cross registration. This form requires approval from your advisor and the Associate Provost for Academic Affairs in 227 Bray Hall.
4. After you get the required signatures email the cross-registration form to registrar@esf.edu or bring it to the Registrar's Office in 111 Bray Hall for final approval. **If you do not submit this form before you apply on-line your request will be denied.**
5. Registration for the class is determined by the host campus and you may not know if you are registered until the start of the semester.
6. Students that cross-register at a Community College must file a residency certificate with the host college which can be obtained from the county of your permanent residency. If you have any questions about this requirement please contact the Community College.
7. Enrollment changes once you are registered may impact your financial aid and you MUST notify the host campus and ESF if you are dropping or withdrawing from a class. Failure to notify the appropriate office at both institutions may result in a loss of financial aid and/or an F grade.

After you receive approval from the Registrar's Office you will need to go to the following web site and log in using your ESF net id and password. Please add esf.edu after your ESF net id:

<https://www.suny.edu/crossregister>

Select ESF as the campus.

Select new request.

Complete all of the information in the form. Please make sure you choose an email address that you check regularly because you will get notifications about the status of your request.

You will need to upload an unofficial copy of your grade report from you MyESF portal if the class you are taking requires a pre-requisite.

Please note that final approval will be given by the host campus and you are responsible for any course related fees charged by the host campus. You must meet any pre-requisite requirements at the host campus.

A place holder course will be added to your ESF registration and will count towards your financial aid and full time status. At the end of the semester once your grade is received then the class will be added as transfer credit to your audit. The grade will not apply to your ESF GPA.