



CROSS-REGISTRATION FORM FOR ACCEPTANCE OF GRADUATE COURSEWORK AT EAST OHIO UNIVERSITIES

Name: Last First Middle SSN:
Permanent Address: Street City State Zip
Phone: Email: DOB:

Home Institution: NEOMED

Host Institution:

Degree:
Department:
Major:
Academic Year: Term:
Dates of Home Term:
Course: Prefix: Code:
Home Course Title:
HEI Sub Eligibility: Yes No
Ohio Residency Status: Yes No

Host Course Prefix: Code:
Host Course Title:
Course CIP Code:
Course Credits/Hours:
Course Schedule Details:
Start & End Dates:
Days: Time:
Course Instructor:
Instructor phone/email:
Dates of Host Term:

Student Signature

Date:

Approvals below by Institution:

Home Institution: NEOMED
Academic Advisor (signature & date)
Program Director (signature & date)
Program Director email address and phone number
Graduate School Approval (signature & date)

Host Institution:
Course Instructor (signature & date)
Course Instructor email address and phone number
Department Chair (signature & date)
Graduate School Approval (signature & date)

Homes Registrar's Use:
Date Received:
Date Processed: Initials

Host Registrar's Use:
Date Received:
Date Processed: Initials

CROSS-REGISTRATION APPROVAL PROCESS FOR ACCEPTANCE OF GRADUATE COURSEWORK AT EAST OHIO UNIVERSITIES

NEOMED STUDENTS ENROLLING AT A CONSORTIUM INSTITUTION

Under specific circumstances, a graduate degree-seeking student from Northeast Ohio Medical University may take one or more graduate courses at The University of Akron, Cleveland State University, Kent State University, Ohio University, or Youngstown State University by registering through our consortia cross-registration program. The course should contribute to the student's program of study and be unavailable at Northeast Ohio Medical University when needed to complete the student's program. The student must be in good standing (GPA >3.0) and be within time limits for completion of the degree program.

Directions:

- NEOMED Graduate School students must obtain a cross-registration form from the College of Graduate Studies (available online).
- The student is responsible for completing their section(s) of the form and submitting it to their academic advisor or program director for review and endorsement. (top two sections of the form in bold type)
- The NEOMED academic advisor or program director will collaborate with the College of Graduate Studies (COGS) to review the form, solicit the relevant course number/title, CIP code, instructor, and course availability from the host institution.
- The NEOMED program director or COGS representative will send the completed cross-registration form to the host institutions program director equivalent for approval signatures.
- The host institutions program director equivalent will return the completed and signed cross-registration form back to the NEOMED –COGS, and provide a copy of the form to both the host and home institutions registrar's office no later than the drop/add deadline for the semester the cross-registered course is being offered/sought.
- Students will pay tuition only to NEOMED as their home institution. No additional tuition charges will be paid by the student to the host institutions. Students may, however, be required to pay fees at the host institution and it is the student's responsibility to explore that possibility.
- Students who elect to drop or withdraw from a cross-registered course are responsible for alerting both the home and host institution of that decision/action with immediacy, otherwise risk both academic and/or financial consequences. It is the student's responsibility to know of and adhere to the add/drop/withdraw deadlines of both the home and host institutions.