

## **Cross Registration Guidelines at SUNY Broome Community College**

Cross registration occurs when a SUNY Host Campus provides instruction to a matriculated student enrolled in a degree or certificate program at a different Home Campus.

Cross registration is intended to resolve class scheduling conflicts for required courses that would delay timely program completion.

Cross registration allows students to complete program requirements in those instances in which a course is not available at their Home Campus.

Cross registration may be delivered in any mode of instruction

It is the student's responsibility to seek approval from their advisor at their home campus before applying for cross registration. Students who are matriculated at SUNY Broome, need approval from their division office.

Students who do not complete the cross registration form will not be considered for financial aid. Non-matriculated students who are already enrolled for a specified semester, will not be considered for cross registration for that specified semester.

### **Cross registration will open when registration opens for new students.**

Cross registration will close one week prior to the start of the semester.

Cross registrations will not be considered for those students who have holds on their records.

Cross registrations for those students who matriculate at Broome will not be considered for those classes that are offered at Broome and have seats available.

Cross registrations, at Broome, will be considered for full term classes only for fall and spring semesters.

Cross registration will not be available for part of term classes at Broome for fall and spring semesters.

Cross registration will not be available for part of term classes for Broome students intending to enroll at the host campus.

Cross registration will not be available for winter semesters at Broome.

Cross registration will not be available for Broome students seeking to enroll in winter semesters at the host campus.

Students who have already registered as non-matriculated will not be considered for cross registration for that particular semester at Broome.

**Definitions:**

Home Campus – The campus of matriculation for a student attending a SUNY institution.

Host Campus – A SUNY college that provides instruction to a matriculated student registered at a different SUNY Home Campus.

Matriculated – A student who has been accepted into and is enrolled in an academic program at the reporting campus. A matriculated student has been accepted into a specific academic program of study.

SUNY Financial Aid Consortium – All SUNY campuses that are fully accredited and eligible to participate in the federal Title IV and New York State financial aid programs. The Consortium enables any student who is eligible for aid, matriculated in an eligible program, and enrolled at any SUNY campus within the Consortium, to register for academic credit with any other SUNY campus(es) within the Consortium and combine the program-applicable credits into a full-time load for financial aid purposes.

**Responsibilities:**

The student is responsible for the following:

- 1.) Applying for an obtaining approval from the Home Campus prior to cross registering
- 2.) Submitting a certificate of residency for billing purposes
- 3.) Meeting prerequisite requirements for registration
- 4.) Notifying the Home Campus of any enrollment changes at the Host Campus
- 5.) Paying special course fees and voluntary usage fees

If the student does not obtain the required approvals for cross registration from both the Home and Host Campus prior to cross-registering, the Home Campus has the authority to approve or deny, on a case by case basis, the transfer of courses taken via cross registration at other SUNY campuses, including General Education and Transfer Path courses in the major.

SUNY Broome is responsible for the following when serving as the Home Campus:

- 1.) Reviewing and approving, as appropriate, of student requests for cross registration
- 2.) Administering the student's financial aid package, where applicable
- 3.) Maintaining appropriate academic records for cross-registered students
- 4.) Paying to the Host Campus for instructional services provided to cross-registered students according to SUNY guidelines
- 5.) Billing the student for the appropriate tuition and fees. The cross-registered student should not be billed by the Host Campus
- 6.) Publishing accurate campus-level policies and guidelines regarding cross registration
- 7.) Reporting accurate data to SUNY system administration and other state and federal agencies

SUNY Broome is responsible for the following when serving as the Host Campus:

- 1.) Reviewing and approving, as appropriate, of student requests for cross registration

- 2.) Notifying the Home Campus of any changes to a student's enrollment status
- 3.) Maintaining appropriate academic records for cross-registered students
- 4.) Billing the Home Campus for the appropriate tuition and fees, if the Host Campus chooses to charge for providing instruction to cross registered students as described in SUNY guidelines
- 5.) Publishing accurate campus level policies and guidelines regarding cross registration
- 6.) Reporting accurate data to SUNY system administration and other state and federal agencies

**Process for SUNY Broome when serving as the Home Campus:**

- 1.) Student meets with designated Staff Associate, or designee, to confirm that the class is not offered by SUNY Broome, or is offered but does not have space available. The Staff Associate also verifies the following: student is matriculated at SUNY Broome, requested course will transfer back to Broome, student is in good academic standing, requested course is applicable to the students' program of study at SUNY Broome, student meets any prerequisite(s) for the desired course, and no hold(s) exist on the students' record. If these conditions are met, the Staff Associate, or designee, approves the cross-registration.
- 2.) If the cross registration is approved by the Staff Associate, or designee, the student will apply for cross-registration via SUNY's online cross-registration form. It is the students' responsibility to make registration arrangements at the Host Campus via SUNY's online cross-registration form.
- 3.) The Staff Associate, or designee, will approve the cross registration and complete information found on the "Advisement" tab on SUNY's cross-registration form.
- 4.) SUNY Broome registrars staff will complete information found on the "Records Office" tab on SUNY's online cross-registration form. If the home campus approved the cross-registration, SUNY Broome Registrars staff will "preliminarily" approve the cross-registration.
- 5.) SUNY Broome Financial Aid staff will complete information found on the "Financial Aid" tab on SUNY's online cross-registration form.
- 6.) SUNY Broome Student Accounts staff will complete information found on the "Student Accounts" tab on SUNY's online cross-registration form.
- 7.) Student Accounts staff notifies Registrar office staff to code student accordingly as cross-registered.
- 8.) If the class in question exists at Broome and seats are available in it, the cross registration will not be approved. If the student already applied for cross registration, the Staff Associate, or designee, will indicate the cross registration is not approved on SUNY's online cross-registration form.

**Process for Utilizing SUNY Broome when serving as the Host Campus:**

- 1.) Student initiates cross registration at their Home Campus.
- 2.) SUNY Broome Registrars staff reviews information found on the “Advisement” tab on SUNY’s cross-registration form.
- 3.) If the cross-registratioin request is approved by the Home Campus, SUNY Broome Registrars office staff completes information found on the “Records Office” tab on SUNY’s online cross-registration form. If the following conditions are met, the cross registration will be “preliminarily” approved by SUNY Broome: no hold(s) exist on the students record, the student is eligible to register, the course has space available, the student meets are prerequisite(s), there are registration restriction(s) on the course, and cross-registration is open. If the student meets these conditions, Registrars staff will register student into the class.
- 4.) SUNY Broome Financial Aid staff will complete information found on the “Financial Aid” tab on SUNY’s online cross-registration form. If the student is seeking financial aid but will not be awarded any, Financial Aid staff will notify student. Students who are not eligible for financial aid must confirm they want to keep their course registration. If the student is willing to pay for the class out-of-pocket, the student will remain in the class, provided they make the necessary payment arragement by the designated due-date. If the student cannot pay for the class out-of-pocket, or does not make payment arrangements by the designated due-date, the student will be de-registered accordingly.
- 5.) SUNY Broome Student Accounts staff will complete information found on the “Student Accounts” tab on SUNY’s online cross-registration form.
- 6.) Student Accounts staff notifies Registrar office staff to code student accordingly as cross-registered.
- 7.) The cross registration will be denied if any one of the following conditions exist: hold(s) exist on the students record, the student is not eligible to register, the course has no space available, the student does not meet prerequisite(s), registration restriction(s) exist on the course, the registration is for a part of term class for a fall or spring semester, or cross-registration is closed.

Students who register at Broome are agreeing to the following information:

All of the information given on the cross registration form is true and correct. I agree to pay promptly all charges owed to the College, and take responsibility for any collection costs incurred in the collection of this debt. If I decide to change my educational plans, I will notify the SUNY Broome Office of the Registrar in writing. I realize that non-attendance in class will not relieve me of my financial responsibility. To the best of my knowledge, I have met all the prerequisites for enrollment in the courses above. I agree to abide by all college rules and regulations.

## **Important Policies & Payment Information**

### **Financial Responsibility Agreement**

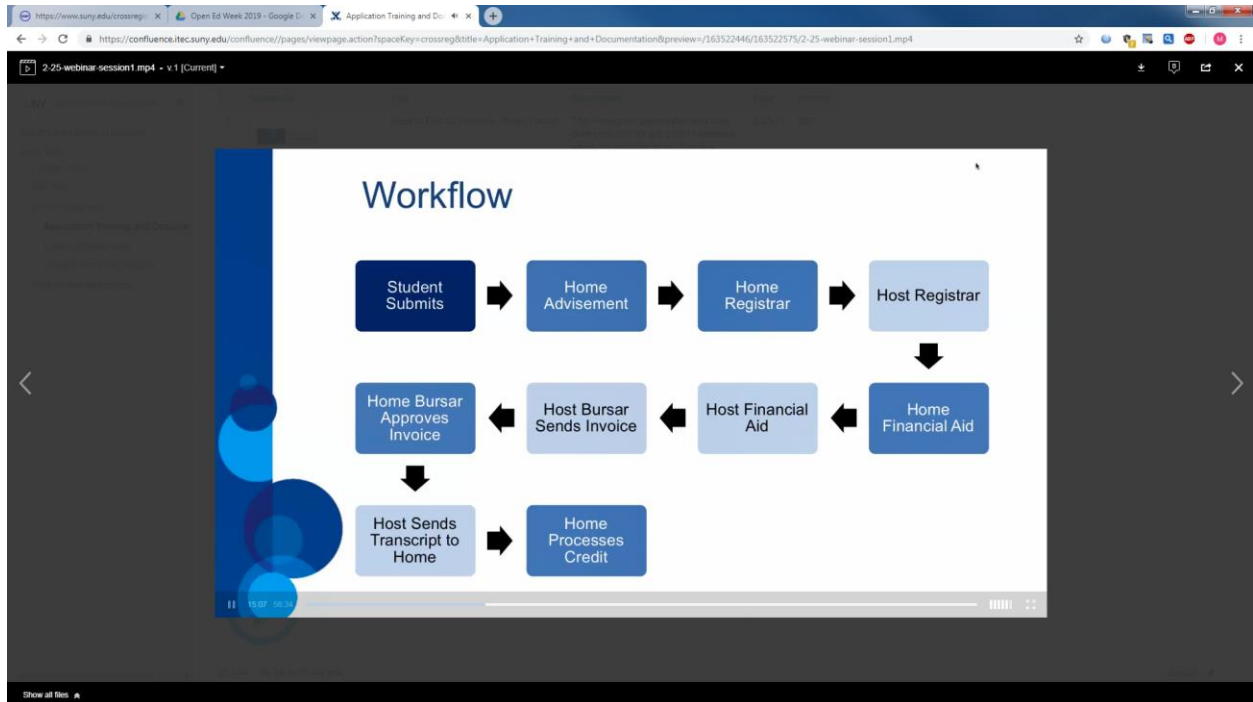
#### **When registering for class(es) at SUNY Broome Community College, and I acknowledge and agree to:**

- Pay promptly all charges owed to SUNY Broome Community College.
- Take responsibility for all costs of collecting unpaid charges, including, but not limited to collection agency fees, attorney fees and court costs.
- Permit SUNY Broome and / or its agents to contact me using any method available, including but not limited to the use of email, text and automated dialer systems; also any information furnished to SUNY Broome Community College may be used to contact me, including my cell phone number or work phone number.

#### **I understand that:**

- If I am planning to pay my bill with financial aid or third party deferral and the funding does not materialize for any reason, I remain responsible for all charges owed to SUNY Broome Community College.
- The College provides account balance and payment information electronically via the MyCollege portal, electronic eBill and / or email. Paper bills are not mailed.
- Failure to make timely payment will result in a hold on my account that prevents registration and transcript requests.
- If my plans change, I will notify SUNY Broome Community College Registrar in writing.
- My refund eligibility will be based upon the official date of withdrawal and New York State Community College Refund Policy.
- My agreement covers any and all registration activity.
- Nonattendance in class will not relieve me of my financial responsibility

## Workflow



Email Chain:

2-25 webinar session1.mp4 - v1 [Current]

Chrome File Edit View History Bookmarks People Window Help

Microsoft Office Home | Wiscan Enterprise Site | https://confluence.itec.suny.edu/confluence/... | Cross Registration - SUNY | Cross Registration Request... | CRK Application Request... | Email Communication - SUNY

https://confluence.itec.suny.edu/confluence/pages/viewpage.action?spaceKey=crossreg&title=Application+Training+and+Documentation&preview=169522576/169522575/2-25-webinar-session1.mp4

2-25 webinar session1.mp4 - v1 [Current]

STUDENT ACTIONS		WHO IS HIT/RECIPIENT					
Condition	Action/Condition	Advancement Email	Records Email	Fin Aid Email	Student Accounts	Student Email	
Student	Student Actions to Student	X				X	
HOME ACTIONS		WHO IS HIT/RECIPIENT					
Condition	Action/Condition	Advancement Email	Records Email	Fin Aid Email	Student Accounts	Student Email	
Advancement	Cross registration request APPROVED (YES)	X	X				
Advancement	Cross registration request DENIED (NO)		X				
Records/ Registrar	Cross registration previously APPROVED (YES)		X	X			
Records/ Registrar	Cross registration previously DENIED (NO)		X				
Financial Aid	This student has applied for Financial Aid (YES/NO)	X			X	X	
Student Accounts	Invoice not assigned / denied				X		
Student Accounts	Invoice paid / payment made				X	X	
ATY	Message to student		X	X	X	X	
ATY	Message to host	X	X	X	X	X	
HOST ACTIONS		WHO IS HIT/RECIPIENT					
Condition	Action/Condition	Advancement Email	Records Email	Fin Aid Email	Student Accounts	Student Email	
Records/ Registrar	Cross registration previously APPROVED (YES)	X	X	X		X	
Records/ Registrar	Cross registration DENIED (NO)	X	X			X	
Student Accounts/ Registrar	Invoice assigned		X		X		
Records/ Registrar	Transcript uploaded	X	X				
ATY	Message to student		X	X		X	
ATY	Message to home	X	X	X	X	X	
Records/ Registrar	Registration Change REQUESTED	X	X	X	X	X	
Records/ Registrar	Registration Change INCOMPLETE	X	X	X	X	X	
Records/ Registrar	Registration Change UNDO	X	X	X	X	X	

Show all files

2-25 webinar session1.mp4 - v1 [Current]

Chrome File Edit View History Bookmarks People Window Help

Microsoft Office Home | Wiscan Enterprise Site | https://confluence.itec.suny.edu/confluence/... | Cross Registration - SUNY | Cross Registration Request... | CRK Application Request... | Email Communication - SUNY

https://confluence.itec.suny.edu/confluence/pages/viewpage.action?spaceKey=crossreg&title=Application+Training+and+Documentation&preview=169522576/169522575/2-25-webinar-session1.mp4

2-25 webinar session1.mp4 - v1 [Current]

XConfluence Spaces People Calendars Create ... See Example

SUNY Cross Registration

Use the links below to navigate:

- Home Page
- Study Group
- File links
- Frequently Asked Questions
- Online Applications
- Application Training and Documentation
- Email Communication
- Student Terms & Conditions
- Policies and Memoranda
- Suggestion Box

Condition or Step

Email received by a student when a new message is sent to them. [Student New Message](#)

Host Email Notices

Host campus contacts receive the following email when a step is completed in the process, or an action occurs.

Condition or Step	Recipient	See Example
Email received after home approval.	Records	<a href="#">Host Email Notice</a>
Email received after home financial aid acknowledgments.	Financial Aid	<a href="#">Host Aid Notice</a>
Email received after an invoice has been paid.	Student Accounts	<a href="#">Host Invoice Paid</a>
Email received after an invoice has been denied.	Student Accounts	<a href="#">Host Invoice Denial</a>

Home Email Notices

Home campus contacts receive the following email when a step is completed in the process, or an action occurs.

Condition or Step	Recipient	See Example
Email received immediately after an application.	Advancement	<a href="#">Home Infor</a>
Email received after advancement approval.	Records	<a href="#">Home Records Step</a>
Email received after host registration/records approval.	Records, Financial Aid	<a href="#">Home Host Approval</a>
Email received after registration.	All at Home	<a href="#">Home Registered</a>
Email received after a registration status change (stop, withdrawn).	All at Home	<a href="#">Home Change</a>
Email received when a message is sent to the campus from the host.	All at Home	<a href="#">Home Email from Host</a>
Email received when an invoice is uploaded by the host.	Student Accounts	<a href="#">Home Email Invoice</a>
Email received when a transcript is uploaded by the host.	Advancement, Records	<a href="#">Home Transcript Received</a>

Show all files