



Siena & Clarkson University Capital Region Campus Graduate College Registration



| | | |
|-------------|--------------|-------------|
| (Last Name) | (First Name) | Siena SID # |
|-------------|--------------|-------------|

| | |
|---|--------------|
| Registration Term (Fall, Winter, Spring): | CU CRC SID # |
|---|--------------|

| | | |
|---------------|------------------------------|----------------|
| (Siena Major) | (Expected Grad Date @ Siena) | (CU CRC Major) |
|---------------|------------------------------|----------------|

Cell Phone _____ Cell Phone Provider _____ Other Phone # _____

Local Address _____ Email _____

Permanent Address _____

| |
|---|
| Have you ever registered at CU CRC before? Y__ N__ What Program _____ |
|---|

Course Information

| Clarkson University – Capital Region Campus | | | | | | |
|---|--------|---------|-------|------------------------------|----------------|--------|
| Prefix | Number | Section | Title | Day/s of week class meets | Time of day | Credit |
| 1) | | | | | | 3.00 |
| 2) | | | | | | 3.00 |
| 3) | | | | | | 3.00 |

| Siena College (to be completed by SOS Assistant Dean) | | | | | | | |
|--|-------|----|-----------|-----|------------|-------|-------|
| Course # | Title | Cr | Attribute | CRN | Instructor | No Ex | Grade |
| 1) | | | | | | | |
| 2) | | | | | | | |
| 3) | | | | | | | |

Your signature on this form authorizes CU CRC to send an official transcript to the Siena College Registrar at the conclusion of the term. There is no fee.

Approvals Required

Siena Advisor: _____ Date: _____

CU CRC Advisor: _____ Date: _____

Assistant Dean, Siena SOS: _____ Date: _____

Siena College Registrar: _____ Date: _____

CU CRC SAS Assoc. Dir.: _____ Date: _____

Copy to:

- Student
- CU CRC SAS Assoc. Dir.
- Siena Registrar
- CU CRC Finance
- Siena Finance
- Siena College School of Science

Office Use Only

Holds Checked: _____

Processed by: _____

RE: Cross-Registration Process for Siena students taking courses at Clarkson University Capital Region Campus
For: Siena students:

Directions:

1. Secure form & instructions from Siena Registrar (James Serbalik)
2. Student completes the top part of the form through CU CRC course information and takes it to their Siena Academic/School office.
3. School office approves/signs and assigns a Siena equivalent.
4. Student brings the form back to the Siena Registrar's Office for college approval.
5. Student double checks on-line that the course they are interested in is open and verifies days of week and time offered (update form if necessary)
6. Student secures approval from CU CRC either in person, via email, or fax (518.631.9901)(verify fax is received)
 - a. Academic Adviser signature (Dean Kozik)
 - b. CU CRC SAS Assoc. Dir. signature (Rhonda Sheehan)
7. Siena Registrar creates a special section and registers the student
8. At the end of the term the CU CRC Registrar's office will supply Siena with a transcript to assign the grade.

General rules:

- Student must be registered full-time at their home institution (including the cross-registered credits)
- Student must meet acceptance criteria of CU CRC to register (see Dean Kozik) and have completed an application.
- **Student should look at the course as a Siena course that they are taking at another institution**
 - a. Student pays at Siena (financial aid is all done at Siena until complete at Siena)
 - b. Student gets grade at Siena (there will also be a CU CRC transcript created)
 - c. Grade counts in their Siena GPA
 - d. Student utilizes Siena's academic calendar for dropping, pass/fail, etc.
 - e. These courses do not count against any transfer credit rules
 - f. Student attends according to CU CRC Quarter academic calendar
- At least half of the student's full-time registration must be at the home institution (Siena).
- Courses are not supposed to be available at Siena during the semester in question and must be approved by the school office.
- Courses are available on space available basis only.
- **Graduating seniors must have proof of the final grade in writing from the other institution prior to Siena's commencement.**
- **Note: CU CRC spring term does not end until the middle of June, so any course work required for Siena graduation must be completed during winter quarter of graduating year.**

Clarkson University CRC Application Requirements for Siena student:

- First page of application
- Two letters of recommendation
- All official college transcripts (when complete at Siena – must request final Siena transcript with degree posted for CU CRC)
- Essay
- Immunizations (if taking more than one course at any time)

Contacts:

CU CRC Academic Adviser: Dean Robert Kozik, bkozik@clarkson.edu / 518.631.9881
CU CRC Assoc Dir SAS: Rhonda Sheehan, rsheehan@clarkson.edu / 518.631.9835
Siena Adviser: Your program adviser
Siena Registrar: James Serbalik, serbalik@siena.edu