

CLARKSON UNIVERSITY – CAPITAL REGION CAMPUS

This form is to be used by CU CRC students wishing to take classes offered by Union College

Union Faculty Approval (or attached): _____ Date: _____

Graduate Advisor's Signature: _____ Date: _____

Registration Form

Part I: To be Completed by the Student (please print):

Name: _____ D.O.B.: _____ (MM/DD (NO YEAR)) Term/Year: _____

CU CRC ID #: _____ Union College ID# _____ (If unknown, please leave blank)

Phone (H): _____ (W): _____

Local Address: _____ Email: _____

Are you a matriculated CU CRC student? Y__ N__
Have you ever registered at Union College before? Y__ N__
Has any of the above information changed since your last registration at Union? Y__ N__
Are you eligible for veteran's benefits? Y__ N__

Please indicate if you are in one of the following programs:
___ MBA Program ___ Ed Studies ___ Engineering/CS ___ Other

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

I, the undersigned agree to be responsible for and to pay to Clarkson University, the amount of my student account, including all charges for tuition, rooms and any collection or attorney fees incurred should I fail to meet my obligations.

Student's Signature (REQUIRED): _____ (Date) _____
(Note: If no signature we cannot process)

II: To be Completed by the Student:

Course Prefix Course # Section
#1 _____ - _____ - _____

Title: _____

#2. _____ - _____ - _____

Title: _____

Students will present this form at CU CRC Student Administrative Services Office.
When form is verified it will be scanned/emailed to Union College Registrar office.
CU CRC will handle all billing

Instructions on back of this form

Scanned Copy – Union Registrar

White Copy-CU CRC Registrar

Yellow Copy-CU CRC Student Accounts

Pink Copy-Sent to student

Union College and Clarkson University Capital Region Campus (CU CRC) are two separate colleges. CU CRC students wishing to take Union College undergraduate level courses offered by Union will need to complete the special Union-CU CRC cross registration form on the reverse side of this form.

INSTRUCTIONS

1. Obtain a course listing from the Union College Registrar's office.
2. Select a course in consultation with your graduate academic advisor and obtain all written approvals on this form.
3. Register with this form at the CU CRC's Student Services.
4. No payment is due at that time at the Union College Registrar-all billing will be handled at CU CRC.
5. A copy of the form will be sent to you once processed.
6. The CU CRC Registrar will apply the undergraduate course to your graduate transcript. This is essential for your advisors, financial aid and the Registrar's office to access correct information.

Note: If the **course is closed** they need to secure a note from the instructor or choose another course.

Note: If you are taking for **graduate credit** you must also submit: "Permission Slip - Graduate Credit for Undergraduate Credit" to the CU CRC Registrar with appropriate permissions.