

CLARKSON UNIVERSITY – CAPITAL REGION CAMPUS

This form is to be used by Union College students wishing to take classes offered by Clarkson University @ Capital Region Campus

Union Advisor's Signature: _____ Date: _____

This form is for Fall/Winter/Spring registration only

CU CRC Advisor's Signature: _____ Date: _____

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

Name: _____ D.O.B. (MM/DD only): _____ Term/Year: _____

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

Cell Phone: _____ Cell Phone Provider (for emergency notification): _____ Other Phone #: _____

Local/Campus Address: _____ Anticipated Union College Graduation Date: _____
 _____ Email: _____

Permanent Address: _____

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

Have you ever registered at CU CRC before? Y__ N__

Please indicate which program you are in:

_____ Non-degree (no graduate degree program) _____ LIM Accelerated programs in: _____ BA-BS/MBA _____ Education _____ Engineering/CS

Student's Signature (REQUIRED): _____ **Date:** _____

II: To be Completed by the Student:

| Course Prefix | Course # | Section |
|------------------|----------|---------|
| #1 _____ - _____ | _____ | _____ |
| Title: _____ | | |
| #2 _____ - _____ | _____ | _____ |
| Title: _____ | | |
| #3 _____ - _____ | _____ | _____ |
| Title: _____ | | |

Please refer to instructions on the back.

Office Use (please initial when processing):

Holds Checked: _____

Processed by: _____

Green Copy-CU CRC Registrar

Blue Copy-CU CRC Finance

Pink Copy-Student

Scan/Email copy to UNION COLLEGE Registrar

Union College and Clarkson University Capital Region Campus (hereinafter referred to as CU CRC) are two separate colleges. All Union undergraduates wishing to take graduate courses offered by CU CRC must complete the Union-CU CRC cross-registration form on the reverse side.

INSTRUCTIONS

Joint degree (Accelerated) or LIM Students (Admitted) wishing to take graduate course(s)

1. Obtain the special listing of graduate courses available to undergraduates from the Union College Registrar's office in Silliman Hall or on-line. It is also available at CU CRC Student Administrative Services on 1st floor at 80 Nott Terrace (1 block from campus).
2. Select a course in consultation with your Union advisor and graduate advisor and obtain their written approval on this form.
3. Take this form to the CU CRC Student Administrative Service's office at 80 Nott Terrace, first floor (Office Hours during term: M-Th 8-6:30 and F 8-4:30; summer hours are 8-4:00 M-F).
4. No payment or deposit is required (with exception of LIM MBA Seniors spring and post Union summer terms).
5. After the form has been processed at CU CRC a copy will be sent to you and a copy will be sent to the Union College Registrar.
6. Accelerated students are limited to three (3) cross registered graduate courses.
7. At the conclusion of the term a transcript will be forwarded to the Union College Registrar – your signature on the reverse side authorizes this action.

All Other Undergraduate Students:

1. Obtain approval (signature) to take a graduate course from your Union College Advisor.
2. Schedule an appointment at the appropriate Graduate Adviser/Dean's office to secure their approval and signature on this form. All offices are located at The Graduate Center at 80 Nott Terrace (1 block off campus).

| | | | | |
|-------------------------------------|------------------|----------|--|----------|
| School of Education | Catherine Snyder | 631-9870 | csnyder@clarkson.edu | Room 311 |
| School of Engineering/Comp. Science | Bob Kozik | 631-9890 | bkozik@clarkson.edu | Room 220 |
| School of Business | Mel Chudzik | 631-9889 | mchudzik@clarkson.edu | Room 222 |
3. Bring the signed form to CU CRC Student Administrative Services on the first floor for processing (Office Hours during term: M-Th 8-6:30 and F 8-4:30; summer hours are 8-4: M-F).
4. Students are limited to two (2) cross registered graduate courses
5. The CU CRC Registrar's office will send a copy of registration to the Union College Registrar.
6. At the conclusion of the term a transcript will be forwarded to the Union College Registrar – your signature on the reverse side authorizes this action.