



# Graduate Student Cross-Campus Enrollment Form

STUDENT ADMINISTRATIVE SERVICES

North Country Campus: PO Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451

Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

## Purpose of this form

This form will be used to facilitate the enrollment of students enrolled at either of the Clarkson University campuses, into courses not offered through their home campus, until such time as the computer systems used by both campuses are merged.

## Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student ID #: \_\_\_\_\_ DOB: \_\_\_\_\_

Email address: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone: \_\_\_\_\_  Home  Mobile

Home Campus:  Potsdam (North Country Campus)  Schenectady (Capital Region Campus)

## Enrollment Information

Term:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

### Host Campus course enrollment information

|    | Subject & Catalog # | Section # | Course Title | Instructor Signature* | Credits |
|----|---------------------|-----------|--------------|-----------------------|---------|
| 1. |                     |           |              |                       |         |
| 2. |                     |           |              |                       |         |
| 3. |                     |           |              |                       |         |

*\*The instructor's signature is required, and denotes approval for the student to enroll in the course. This approval assures the student a seat in the class, and verifies they meet the course prerequisites.*

## Approval / Signatures

By proceeding with the registration process, you are agreeing to payment of Clarkson University's tuition, fees, and other charges on your student account by the due date, regardless of your expected reliance on third-party resources, including but not limited to financial aid, employer reimbursement, outside scholarships, government assistance or other external resources. The use of electronic signatures is accepted, with limitations (please see reverse for details).

Student: \_\_\_\_\_ Date \_\_\_\_\_

Advisor (or Department Chair): \_\_\_\_\_ Date \_\_\_\_\_

*Additional approvals required for LATE ADDs (After the 5th class day, through the end of the quarter):*

Department Chair: \_\_\_\_\_ Date \_\_\_\_\_

Dean or Associate Dean: \_\_\_\_\_ Date \_\_\_\_\_

**The completed Registration form must be returned to the Registrar's Office at the student's Home campus**

| Registrar's Office Use Only   |  |
|---|--|
| <b>Home Registrar's Office</b><br><input type="checkbox"/> Enrolled in course<br><input type="checkbox"/> Verification of Financial Aid (if needed) _____ | <b>Copies to:</b><br><input type="checkbox"/> Course Instructor<br><input type="checkbox"/> Host Campus Registrar's Office |

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This form will be used to facilitate the enrollment of students enrolled at either of the Clarkson University campuses, into courses *not offered through their home campus*, until such time as the computer systems used by both campuses are merged.

### Limitations:

- Students registered in the 11-week quarter-based programs may only enroll in courses offered during the 11 week quarters.
- Students registered in the 15-week semester-based programs may only enroll in courses offered during the 15-week semesters, or during those 11-week quarters whose start and end dates fall within one of the 15-week semesters.
- Students will be enrolled in their Home campus computer system only. Therefore, they will not appear on the official class roster for the course.

## Who signs, when?

The student, their academic advisor, and course instructor must always sign this form.

After the 5<sup>th</sup> day of the term, the student's department chair, and the Dean (or Associate Dean) of their School must also sign the form.

*\*Electronic Signatures can be accepted when they are secure and verifiable. Typing your name into the signature field is not a valid electronic signature, and cannot be accepted. We strongly recommend you use the free Adobe Reader application to digitally sign with a certificate-based digital ID.*

## Instructions for Students

### Steps to Register:

1. After a student has identified a course for which he/she wishes to register, the student must obtain all required signatures on this form. This approval ensures that the course satisfies the student's program and credit-hour requirements, and the student meets all course pre-requisites.
2. The completed Registration form must be returned to the Registrar's Office at the student's Home campus.
3. At the completion of the course, the Host campus will provide an official grade to the Home campus, for entry on the students' academic record.

### Questions:

- Clarkson University – Potsdam Campus (315) 268-6471, [registrar@clarkson.edu](mailto:registrar@clarkson.edu)
- Clarkson University – Capital Region Campus (518) 631-9832, [sascrc@clarkson.edu](mailto:sascrc@clarkson.edu)