

## TEACHER EDUCATION METHODS COURSE CROSS-REGISTRATION CHECKLIST

### **Student Responsibilities:**

1. Consult your advisor regarding the feasibility of completing the desired methods course via cross-registration.
2. Obtain the Education Department Chair's signature on the registration form.
3. Check the host school's academic calendar. Course start/end dates, open registration dates, and drop/add dates may differ from your home campus dates.

### **Home School Education Department Chair Responsibilities:**

1. Confirm with the student and the advisor that the course information is accurate, the course requested is required for the student's program completion, and the student has completed necessary prerequisites.
2. Coordinate with the host school's Education Department representative to ensure space availability and the creation of a record in the host school's Education Department detailing the student's interest.
3. Assist the student in completing the registration form, sign the form, and submit it to the Registrar.

### **Home School Registrar's Responsibilities:**

1. Based on registration form information received from the Education Department Chair, create a course section and register the student at the home campus.
2. Registration will result in billing hours at the home school.
3. Contact the host school Registrar to request student registration at the host school.
4. Enter grade for student provided by host school Registrar at the end of the term.

### **Host School Registrar's Responsibilities:**

1. When contacted by home school Registrar, create a student record for the guest student and register the student.
2. Registration will not result in billing hours at the host school.
3. Contact the host school Registrar with the grade at the end of the term.

***\*Note: Home campus students receive preferential registration when registration requests exceed enrollment capacity.***