

# Cheyney University/West Chester University Cross Registration Instruction and Application Form

**SUBJ: Cheyney University / West Chester Cross Registration Procedures**

**TO: All Cheyney Students/ Department Chairpersons/ Area Deans**

**FROM: The Office of the Registrar, Cheyney University of Pennsylvania**

**Only full-time students in good academic standing are eligible to utilize "Cross Registration," (an agreement between Cheyney and West Chester Universities), during the fall and spring semesters.**

**Students may enroll for a maximum of six (6) credits at the host institution, (West Chester University) if he/she is registered at the home institution, (Cheyney University) as a full-time student, (minimum of twelve credits).**

**Students wanting to satisfy general education or major department requirements with courses taken at the host institution must obtain written approval from the appropriate offices at their home institution. West Chester University requires authorization for general education requirements from the academic advisement center and for major curriculum requirements their appropriate department chairperson. Cheyney University requires written approval from the student's academic advisor, area dean and the Office of the Registrar.**

**Cheyney and West Chester Universities provide the opportunity for students to enroll concurrently at both institutions. The following procedures have been established between the two institutions to govern the "cross registration" process of students. These procedures must be followed to insure proper enrollment and awarding of credits between the two universities.**

## **PROCEDURES:**

- 1. Cheyney University students enrolling for credit at West Chester must be registered for a minimum of twelve (12) credits at Cheyney University.**
- 2. A maximum of six (6) credits may be taken at West Chester University in any one semester. Pre-approval must be granted by the student's academic advisor, department chair, area dean, and the registrar.**
- 3. Students may not repeat a course previously taken at the home institution.**
- 4. Students must provide an official transcript from West Chester University to the Office of the Registrar at Cheyney University to receive official credit.**
- 5. Grades/credits earned at West Chester University via cross registration will not be calculated into the grade point average at Cheyney University, but will be treated as transfer credits.**
- 6. Cross registration is not available at the graduate level or during the summer sessions.**
- 7. The total credits carried must not exceed eighteen (18), nor may they be less than 12 at the home institution.**
- 8. It is the student's responsibility to provide copies of this entire document to the Offices of the Registrar, Bursar, and Financial Aid at Cheyney University.**

**CHEYNEY / WEST CHESTER UNIVERSITIES  
CROSS REGISTRATION APPLICATION**

**Full-time students in good academic standing are permitted to make use of the West Chester/Cheyney Universities Cross Registration process during the fall and spring semesters.**

**Students may enroll for as many as six (6) credits at the host institution if they are full-time at their home institution. Students wanting to satisfy general education or major department requirements with courses taken at the host institution must obtain approval from the appropriate offices (Academic Advisement Center for General Education requirements; Departmental Chairperson for major curriculum requirements).**

**STUDENTS MAY NOT REPEAT COURSES AT THE HOST INSTITUTION!**

<b><u>Semester</u></b>	<b><u>Host Institution</u></b>
Fall      _____ 20 _____	West Chester University _____
Spring    _____ 20 _____	Cheyney University _____

**Student Name** \_\_\_\_\_ **SS/ID #** \_\_\_\_\_  
Last
First
Mi

Courses Requested	Course #	Credits	Home institution Equivalent	Course #	Credits	Approving Signature

**The above student is in good academic standing and is enrolled for \_\_\_\_\_ credits at the home institution. This student is eligible to register for a maximum of \_\_\_\_\_ credits at the host school for the \_\_\_\_\_, 20\_\_\_\_, semester.**

\_\_\_\_\_  
**Registrar of Home Institution (Print)      Signature of Registrar (Home Institution)      Date**

**The above student is authorized to register for the above courses not to exceed six (6) credits.**

\_\_\_\_\_  
**Registrar of Host Institution (Print)      Signature of Registrar (Host Institution)      Date**

