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A. CROSS REGISTRATION POLICY

Full-time undergraduate degree seeking students in good academic standing who are not first semester freshmen and are enrolled at a member institution of the Lehigh Valley Association of Independent Colleges, may register for up to two undergraduate courses per term or summer session with a limit of 8 cross registered courses during their academic career. The student may cross register at any one of the member institutions provided that the appropriate

## B. CROSS REGISTRATION PROCEDURES

When a student wishes to enroll for a course offered by one of the participating institutions, the student must [review the course offerings available](#) for cross registration and select a course to request.

After completing the Request for Cross Registration, the information is sent to the student's advisor who will approve or deny the request.

A dvisor approved course requests will be sent to the student's home Registrar for any additional approvals.

If approved by the home Registrar, the information will be sent to the host Registrar for review.

Registration by the host school is dependent upon course availability and registration time lines. Students may not know the result of their request until the beginning of the semester.

Students will be informed of the result of their request by the host Registrar.

#### D. REPORTING OF CROSS REGISTRATION STATISTICS

By November 1 and April 1, the Registrars will determine final cross registration statistics. If there is an error in reporting or some incident has occurred which changes the reported statistics, the Executive Director will not make any changes unless the Registrars from both schools agree to the change.

##### D.1. HOW TO REPORT LVAIC STUDENTS WHO APPEAR IN A COURSE AFTER THE OFFICIAL ENROLLMENTS HAVE BEEN EXCHANGED

This situation could arise if a student attends a class with the knowledge of the instructor but has never registered for the course and now wants credit. Both institutions should report the enrollment change to the Executive Director.

#### E. AUDITS – CROSS REGISTRATION

No cross registration may be on an audit basis using this cross registration policy.

If an audit cross registration is approved through the petition process, the appropriate fees will be charged.

#### F. CROSS REGISTRATION TUITION