

Current students may cross register for courses offered by four-year institutions in the Virginia Tidewater Consortium provided the conditions below are met. Students do not need permission to enroll at another Virginia Community College's institution.

To be completed by student:

ID#: _____ First Name: _____ Last Name: _____

Email: _____@email.vccs.edu Phone: _____

Student signature: _____ Date: _____
(required)

Student's must meet the following conditions:

- ☐ Is degree-seeking with a cumulative grade point average of 2.0 or above and in good academic standing.
- ☐ Is enrolled for at least 6 semester hours of course work at VPCC during the semester (including summer term) in which approval is sought.
- ☐ Is requesting approval for courses unavailable at VPCC during the semester in which approval is sought or sections on the class schedule are filled (cross registration may not be used as a means of scheduling convenience).
- ☐ Is requesting approval to cross register only for courses required in her/his curriculum (normally, the courses should be equivalent to a 100/200 level course at VPCC).
- ☐ Has obtained the host institution's course title, course number, and section number prior to seeking the required signatures.
- ☐ Understands that he/she will be governed by the regulations and deadlines of the host institution while in attendance there, and will assume the costs of all books, transportation, materials, lab fees, etc.
- ☐ Initiates the cross-registration process in Enrollment Management and follows the procedures below:
 1. Requests a cross registration form from Enrollment Management and is screened for general eligibility.
 2. Completes the cross-registration form including course number, section number, title, number of credits, and student signature.
 3. Obtains advisor's or counselor's signature on the cross-registration form indicating the course is required for the student's curriculum at VPCC, and that the student has met the prerequisites for the course.
 4. Takes the cross-registration form to Enrollment Management for the signature of the Dean of Enrollment or designee. A copy will be maintained by Enrollment Management.
 5. Access MyVPCC to pay your tuition.
 6. Take the signed cross-registration form to the host institution's Registrar to complete the process and obtain the Registrar's signature. Return the signed form to Enrollment Management for grade processing.