

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Cross Registration

Number: 4.045.01

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Department of
Responsibility: Student Records

Authorization:

President

Date Approved: November 16, 2004

Last Revised: November 17, 2020

Last Reviewed: _____

1. Undergraduate students may participate in cross registration at either Claflin University, South Carolina State University or Orangeburg-Calhoun Technical College provided they meet and or adhere to all of the following conditions:
 - a. The student must be in good academic standing at the home institution.
 - b. The student paid **full-time tuition and fees** at the home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus.
 - c. As a full-time student at the home institution, the student may register for not more than one (1) free course per semester per institution at the other participating CHEC member institutions.
 - d. The course at the host institution must not be offered concurrently at the home institution (i.e. not offered at a reasonably scheduled time).
 - e. The student must meet the course prerequisite requirements of the host institution,
 - f. The student must secure required approvals from designated institutional offices.
 - g. Summer academic sessions are not eligible semesters for cross registration.
 - h. The student must be a legal resident of South Carolina. Out-of-state students who desire to enroll must pay the difference between in-state and out-of-state tuition and fees.
2. Part-time students will pay regular per-credit tuition and fee charges directly to the institution at which the course is taken.
3. Courses available under this program are offered free strictly on a space-available basis; registration occurs at the time designated by the host campus.

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4. Special fees, such as enrollment, registration, laboratory book and other course specific fees, must be paid to the host institution and are not covered under the cross registration policy.
5. All courses taken at the host campus will be transcribed, sent to and recorded by the home institution. Grades earned at the host institution will be included by the home institution in academic calculations at the student's home institution.
6. Students must abide by the policies and schedules of the host institution regarding grades, exam dates, absences, times for withdrawal, etc. Students must follow the host institution's procedures if they desire to withdraw from a course(s), and must advise the home institution of the course withdrawal.
7. Any exception to these policies must be approved in writing by the Vice President of Academic Affairs of both the home and the host institutions.
8. Cross Registration is available to students during Fall and Spring semesters only.