

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.