

The Peninsula's Community College

Thomas Nelson Community College continuing students may cross register on a credit basis for courses offered by four year institutions in the Virginia Tidewater Consortium ***provided the following conditions are met by the student:***

- 1. Is a degree-seeking student with a cumulative grade point average of 2.0 or above and is in good standing;
- 2. Is enrolled for at least 6 semester hours of course work at TNCC during the semester (including summer term) in which approval to cross register is sought;
- 3. Is requesting approval to cross register only for courses unavailable at TNCC during the semester in which approval to cross register is sought or sections on the schedule are filled (cross registration may not be used as a means of scheduling convenience);
- 4. 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 TNCC);
- 5. Has obtained the host institution's course title, course number, and section number prior to seeking the required signatures;
- 6. 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.
- 7. Initiates the cross registration process in the TNCC Enrollment Services Office and follows the procedures below:
  - Requests a cross registration form in the Enrollment Services Office, Room 208, Griffin Hall, and is screened for general eligibility;
  - Completes the cross registration form including course number, section number, title, number of credits, and student signature;
  - Obtains advisor's or counselor's signature on the cross registration form indicating that the course is required for the student's curriculum at TNCC and that the student has met the prerequisites for the course;
  - If financial aid or veterans benefits will be used, obtains the signature of the appropriate financial aid representative validating tuition payment for the course.
  - Takes the cross registration form to the TNCC Cashier's Office, Rm 109 Diggs Hall, and pays tuition.
  - Takes the cross registration form and the validated receipt for tuition payment to the Enrollment Services Office for signature by the AVP of Student Affairs or designee. A copy will be made by the Enrollment Services Office.
  - Take the cross registration form to the Registrar at the host institution to complete the process. The white copy is returned to the Enrollment Services Office for grade processing.

This form, signed by the student should be filed with the completed cross registration form. Inquiries regarding interpretation of this policy and requests for exceptions should be directed to the Director of Enrollment Management 757.825.2847.

By my signature, I am confirming that I have read and understand the requirements and policies noted above.

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Student Name

Student ID/SSN

Date