

CROSS-REGISTRATION PROCESS

I. Skidmore Full-Time Matriculated Students

- Begin by reviewing the Cross-Registration Guidelines and list of participating schools on the Registrar's website. Click on the link "Non-Matriculated/Cross-Registration".
- Visit host school's website and review their Master Schedule.
- Submit a Skidmore transcript request online.
- Obtain a Cross-Registration form from the Registrar's website: <https://www.skidmore.edu/registrar/documents/crossregform.pdf>.
- Complete the form and obtain required signature from the Registrar's Office. (See Shannon Melvin for signature)
- Contact the host school to determine their cross-registration enrollment dates and times, registration fees and to inquire about the course(s) you are interested in taking (pre-requisites, special permission, etc...).
- Proceed to the host school Registrar's Office to obtain final signature from the host school registrar and enroll in classes. The host school will determine if you are eligible to enroll based on your transcript.
- Return a (legible) copy of the cross-registration form to the Registrar's Office at Skidmore. (Please ensure it is delivered to Shannon Melvin)
- Once grades have been released, have the host school send an official transcript electronically to registrar@skidmore.edu or to the following address:

Skidmore College
Attn: Registrar's Office
815 N Broadway
Saratoga Springs, NY 12866

**** Courses completed through cross-registration earn Skidmore credit *not* transfer credit. All grades and credits earned at the host institution are recorded on your Skidmore transcript as reported and are calculated into your Skidmore grade-point-average (GPA).**

II. Visiting Students

- Begin at the Registrar's Office of your home school. Obtain a cross-registration form and your official transcript.
- Review Skidmore's Master Schedule on the Registrar's Office website.
- Complete the cross-registration form and obtain the required signature from your Registrar at your home school.
- Make an appointment to meet with the Assistant Registrar at Skidmore by emailing registrar@skidmore.edu. If your academic record is sufficient for enrollment, a \$25 registration fee will be collected from you at this time (including lab and/or studio fees if applicable) and your enrollment will be processed.

** You may only cross-register after registration for matriculated students has ended and actual enrollment is on a space available basis as determined by Skidmore Registrar's Office. (Registration dates are late August for the fall term and mid-December through early January for the spring term) Please visit the Registrar's website for specific days/times).

- You must obtain instructor approval for all closed courses and/or courses with prerequisites.
- Upon request, an official transcript will be sent to your home school. To order your transcript, please visit the Registrar's Office homepage and click on the "Transcripts" link. (No transcript fee is charged)

III. General

You must provide your own transportation to and from the host school.

If you are expected to graduate at the end of the semester in which you are a cross-registered student, your transcript must be received by the Registrar by the senior grades deadline date. You may not be able to graduate on time if your grades are not submitted on time*.

Skidmore students – Please have an official transcript sent from the host school to:

Skidmore College
Attn: Registrar's Office
815 N Broadway
Saratoga Springs, NY 12866

*If possible, submit your transcript request ahead of time to avoid any delays.