# The College of St. Scholastica

Academic Records, 1200 Kenwood Avenue, Duluth, MN 55811
Phone: 218-723-6129 Email: registrar@css.edu

## INTER-INSTITUTIONAL CROSS REGISTRATION FORM

For concurrent registration with the University of Minnesota-Duluth and the University of Wisconsin-Superior
*CSS full-time degree-seeking traditional undergraduate students registering and paying fees for at least 12 credits at CSS may register for a maximum of two courses per term at the University of MN-Duluth and the University of WI-Superior. Additional CSS tuition charges for the cross-registered courses are computed as if the courses had been taken at CSS. Incomplete forms will be returned to the student.*

***Complete this form and return to CSS Academic Records, Tower Hall, T1123/T1125.***

**Name of Student** _____
                            (Last)                     (First)          (Middle Initial)

**CSS ID Number** _____ **Date of Birth** _____

**Home Address** _____
                (Number and Street, City, State, ZIP)

**Local Address** _____
                (Number and Street, City, State, ZIP)

**Local Phone** _____ **Email Address** _____

**Major(s)** _____ **Minor(s)** _____

**Year in School (Check one)** □1 □2 □3 □4     **Home Institution Credit Load** _____

**I desire to enroll in the following course(s) for the term:**  **HOST INSTITUTION:** UMD □ UWS □

**Fall** □  **Spring** □  **YEAR** _____  **HAVE YOU EVER ATTENDED THE HOST INSTITUTION?** _____

**HOST INSTITUTION ID (if known)** _____

| Course | Section | Title | CRN | M | T | W | R | F | Time | Instructor | Credit |
|--------|---------|-------|-----|---|---|---|---|---|------|-----------|--------|
|        |         |       |     |   |   |   |   |   |      |           |        |
|        |         |       |     |   |   |   |   |   |      |           |        |
|        |         |       |     |   |   |   |   |   |      |           |        |
|        |         |       |     |   |   |   |   |   |      |           |        |

_____    _____
Signature of Advisor               Date          Signature of Home Institution Registrar       Date

**University of Minnesota – Duluth**                **University of Wisconsin – Superior**
Registrar's Office         umdreg@d.umn.edu          Registrar's Office         registrar@uwsuper.edu

**CSS Inter-Institutional Cross Registration Form:  Use of this form is intended for *CSS Students***

Students intending to cross-register at another institution must meet all requirements and adhere to all policies for cross registration.

1. Complete the Inter-Institutional Cross Registration (IICR) form.
2. Discuss your academic plan with your adviser to obtain authorization.
3. Return form to CSS Academic Records. CSS will validate CSS enrollment of at least 12 credits and send the form to the host institution.
4. You will be notified by CSS email if registration is successful or if there are any concerns. This may take several weeks.
5. **Your CSS bill will reflect any charges over 18 credits.** You may be assessed other fees by UMD or UWS.  All fees must be paid to the host institution. The host institution reserves the right to withhold grades if payments are not made.
6. CSS will enroll you in UMD or UWS subject classes to reflect your UMD or UWS registration. You will see the course(s) listed on your class schedule.
7. The course taken at UMD or UWS will be on your CSS transcript and count toward your CSS GPA with a notation that the course was taken at UMD or UWS.

---

**COMMUNICATION**

**Students will be contacted directly by UMD or UWS with necessary steps to complete registration at their institutions. Watch your email. Messages from the Universities will contain detailed information include account details.**

---

**FAQs:**

**How do I know if the Cross Registration process is complete?**

- The Cross Registration process is complete when you are enrolled in a UMD or UWS course number at CSS.
- Check your course schedule to be sure it includes the UMD or UWS class and the correct number of credits.
- Once you are registered at the host institution, you will receive information from the host on how to initiate your accounts at the host institution. For assistance, contact the host institution.


**How do I drop a Cross Registration course?**

- **Do not drop your IICR classes online**.
- Your IICR course enrollment is subject to the Cancel/Add Refund Deadlines of the host institution.
- Contact the Academic Records Office in order to drop your cross registration courses(s). We will work with the host institution to update your records.
- **Failure to follow the correct drop procedure for courses enrolled through IICR could result in receiving an incomplete (I) or a failing grade (F). There may also be financial implications. Failure to follow correct procedures in a timely manner may result in having to petition/appeal your situation at both campuses.**

**Following Registration at Host Institution**

1. The host institution will notify CSS Academic Records office after confirming registration at the host institution.
2. UMD/UWS will confirm registration, contact the student with account detail, or offer steps to take if a course is full in order to get a permission number to register.
3. CSS will contact the student to confirm registration information (whether registered or not).