



1200 Kenwood Avenue, Registrar's Office, 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 Minnesota-Duluth and the University of Wisconsin-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 Registrar.**

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:

Fall Spring AT: UMD UWS YEAR _____

Department	Course	CRN	Section	M	T	W	R	F	Time	Instructor	Credit

Signature of Advisor _____ Date _____

Signature of Home Institution Registrar _____ Date _____

University of Minnesota – Duluth
 Registrar's Office umdreg@d.umn.edu

University of Wisconsin – Superior
 Cathy Rackliffe registrar@uwsuper.edu

For UMD Office use:
 NW _____
 MEMO _____
 NSEW _____
 CALC _____

Host Institution Approval

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 (ICR) form.
2. Discuss your academic plan with your adviser to obtain authorization.
3. Return form to CSS Registrar. 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.

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 ICR classes online.**
- Your ICR course enrollment is subject to the Cancel/Add Refund Deadlines of the host institution.
- Contact the Registrar's 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 ICR 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.**

Class Schedules:

UMD Class Schedule: http://onestop2.umn.edu/courseinfo/classschedule_selectsubject.jsp?institution=UMNDL

UWS Class Schedule: <http://www.uwsuper.edu/classchedules/index.cfm>

Following Registration at Host Institution

1. The host institution will fax the completed registration to the CSS Registrar's Office.
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).