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## Cross Registration Policies/Procedures Between South Carolina State University, Claflin University and Orangeburg-Calhoun Technical College (CHEC - Community Higher Education Council)

### Cross-Registration Policies

1. Full-time undergraduate students may participate:
  - a. if they are in good standing at their home institution, and
  - b. if they have paid full-time tuition and fees to their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus),
  - c. provided the course(s) at the host institution is/are not offered concurrently at the home institution (i.e., not offered at all or not offered at a reasonably scheduled time),
  - d. if they meet the prerequisite requirements of the host institution,
  - e. if the required approvals are obtained.
2. Part-time students will pay regular per-credit tuition and fees charges directly to the institution at which the course is taken.
3. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus. **NO OVERRIDES WILL BE APPROVED FOR HOST STUDENTS.**
4. Special fees such as laboratory fees and book fees, must be paid to the host institution and are not covered under cross-registration policy.
5. All courses taken at the host campus will be transcribed and sent to and recorded by the home institution. Grades will not be included by the home institution in academic calculations. **A minimum grade of "C" is required for transfer for all major, minor and approved elective courses. Also, specified courses in the General Education Curriculum (GEC).**
6. ***Any exception to these policies must be approved in writing by the Vice President of Academics of both the home and the host institutions.***
7. Cross-Registration does not apply to Summer School.
8. ***A limit of one course per term will be approved for cross-registration.***
9. Registration for host students will be accepted during the late registration period **ONLY**.
10. Students taking courses outside the CHEC Agreement are subject to the regular transient student guidelines.

### Instructions to the Student

1. Complete the Cross-Registration Form on the reverse side. Please print clearly.
2. Make sure that your Chairperson signs approval and that your home Registrar approves this form before taking it to the Dean and Registrar of the host institution.
3. When you register at the host institution, remember that you must pay any special fees, such as laboratory fees, to the Finance Office.
4. You must abide by policies and schedules of the host institution regarding grades, exam dates, absences, withdrawal guidelines, etc.