

Permission to Cross-Register at Carthage College or UW-Parkside

Student Instructions

1. Complete form, print and sign. OR email to academic advisor using UWP email.
2. Submit to home institution academic advisor and home institution Registrar's office for approval
3. Complete non-degree seeking admissions application at visiting institution.
4. Register for class(es) at visiting institution.
5. Submit copy of approved form and class schedule from visiting institution to home institution Cashiers office prior to the start of the term.

Name:	Home Institution: (check one) <input type="checkbox"/> Carthage College <input type="checkbox"/> University of Wisconsin-Parkside
Home Institution Student ID #:	Home Institution Email:
Phone:	Major:
Total Credits Earned:	Term: (e.g. Fall 2022) Fall _____ Spring _____
Enrolled in _____ # of credits at home institution for the term indicated above. NOTE: Must be at least 12 credits	

I would like to enroll in the following course(s) for the above term:

Visiting Institution Course Information		
Course Numbers	Title	Credits
1.		
2.		
<i>The course listed above is being taken as an equivalency to the following course at my home institution:</i>		
Home Institution Equivalent Course Information		
Course Numbers	Title	Credits
1.		
2.		
Reason for the Request:		

Student Signature _____

Date: _____

Advisor Signature _____

Date: _____

Registrar's Signature _____

Date: _____

Cross-Registration Policy and Guidelines

- Students must be enrolled as a FULL-TIME degree-seeking student (minimum of 12 credits) at their home institution for the intended registration term and may only be degree-seeking at one institution.
- Students may only cross-register for FALL or SPRING semesters. SUMMER and WINTERIM not eligible.
- Students may only register for 2 courses, not to exceed 6 credits. Students who register for a total number of credits over 18 (combined UW-Parkside and Carthage College) credits will be assessed the appropriate overload fees.
- Students must secure the required approvals on the Permission to Cross-Register form.
 - Carthage students must get approval from their appropriate faculty advisor prior to Registrar's office signature
 - UWP students must get approval from their assigned academic advisor. Students may email the completed form to their academic advisor for approval. Advisors should forward the completed form with their approval to Registrars.Office@uwp.edu
- Students must complete an online non-degree seeking admission application.
 - Carthage: <https://www.carthage.edu/forms/continuing-studies/admissions/>
 - UWP: <https://apply.wisconsin.edu/homepage>
- After completing the online application, students may need to submit an unofficial transcript to determine whether prerequisites have been met. Any student wanting to take a language course will need to complete a placement test prior to registration.
- Once admitted, students will receive information on how to set up their password to access the student portal. If there are no prerequisites, students may register for the course through the student portal.
 - To register for a Carthage course with a prerequisite, the Registrar's office at Carthage College will review the student's unofficial transcript and register the student in the course.
 - To register for a UWP course with a prerequisite, the student will need to get a permission number from the faculty member teaching the course. The faculty member may request an unofficial transcript.
- A copy of the approved form and the student's class schedule at the visiting institution must be submitted to the Cashiers office of the home institution.
- Students must request official transcripts be sent to their home institution at the completion of the term. If transcripts are requested in person there is no charge for the transcript. If ordered on-line, transcript fees apply.
- Students are responsible for knowing the term start and end date at each campus.
- Students are responsible for securing a parking permit from their visiting institution.