

## Consortium Student Cross-Registration Procedures

Full-time students who attend a consortium school (Boston College, Boston University or Brandeis University) may elect to cross-register for one course per semester at Tufts University, subject to additional restrictions imposed by their home school.

To start the cross-registration process, the student must obtain the cross-registration form and the signature of the cross-registration coordinator at their home institution. (Without this signature from their home institution, the student will not be allowed to complete the registration process at Tufts University.) Then the student needs to obtain the signature of the instructor before bringing the completed form to the Tufts University Registrar's Office. Once at the registrar's office, the student will need to show photo ID and supply a local address and other contact information.

Should a student wish to drop a cross-registered class, the student must first inform the instructor (and obtain the instructor's signature, if required), go in person to the Registrars' Office at Tufts University, drop the class and then bring a copy of the completed drop form to their home institution's registrar's office to finalize the drop process. **Note:** Failure to drop the course properly may result in a negative notation on the student's transcript.

All cross-registered students are subject to the rules and regulations of Tufts University.