

CROSS-REGISTRATION PROCEDURES TUFTS UNIVERSITY STUDENTS

- Tufts University students should obtain a Cross Registration Petition
- The completed Cross-Registration Petition must be signed by your advisor (undergraduates only), Instructor, Tufts University Registrar's Office and the host institution's Registrar's Office.
- A copy of the completed signed Cross-Registration Petition must be submitted to the Registrar's Office at Tufts University as well as the host institution's Registrar's Office for official registration.

POLICY:

- Students must be enrolled full-time at Tufts University.
- Students may cross-register for only *one* course per semester.
- The cross-registered course should be taken for credit.
- Cross-registration is not available during summer semesters.
- Grades will be forwarded to Tufts University by the host institution at the conclusion of the semester.

Dropping a Cross-Registered Course:

Should a student wish to drop a cross-registered course, the student must first inform the instructor (and obtain the instructor's signature, if required), go in person to the registrar's office at the host school to drop the course and then bring a copy of the completed drop form to the Tufts University 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.

Tufts University Cross Registration Petition

DATE _____

STUDENT'S NAME _____

ID# _____

ADDRESS _____

(Street)

(Apt. #)

(City)

(State)

(Zip code)

(Telephone #)

UNDERGRADUATE _____ GRADUATE _____

CURRENTLY ENROLLED IN _____
(YOUR UNIVERSITY, COLLEGE, OR SCHOOL)

**I. TUFTS UNIVERSITY UNDERGRADUATE STUDENTS MUST HAVE APPROVAL OF THEIR
ADVISOR IN ORDER TO CROSS REGISTER.**

Advisor's Signature _____ Date _____

II. Cross Registering at:

Semester: Fall _____ Spring _____
(Year) (Year)

(Check one)

- ___ Boston College
- ___ Boston University
- ___ Brandeis University
- ___ New England Conservatory of Music
- ___ School of Nutrition
- ___ Fletcher School of Law and Diplomacy
- ___ Sackler School of Graduate
Biomedical Sciences
- ___ Other (specify) _____

Registering for courses:

Department _____

Number _____ Section _____

Title _____

Course Credit _____

Instructor's Signature _____
(AFTER THE FIRST DAY OF CLASS)

III. Signature of Host Registrar/Dean _____

IV. Authorized Tufts' Signature _____

1st Copy: Host Registrar

2nd Copy: Student's Registrar

3rd Copy: Student

TO THE STUDENT:

Please print and complete this form. You will need to have 3 copies of this completed form to give to Dowling Student Services Desk. The student is responsible for making the copies.