

# CONSORTIUM CROSS-REGISTRATION MANUAL

## The Consortium of Universities of the Washington Metropolitan Area

### Participating Members:

American University  
The Catholic University of America  
Gallaudet University  
George Mason University  
The George Washington University  
Georgetown University  
Howard University  
Marymount University  
Montgomery College  
National Defense University  
National Intelligence University  
Northern Virginia Community College  
Prince George's Community College  
Trinity Washington University  
Uniformed Services University of the Health Sciences  
University of the District of Columbia  
University of Maryland College Park

~~December, 2015~~ February, 2017

## INTRODUCTION

The Consortium Cross-Registration Manual is published by the Registrars of the Consortium of Universities of the Washington Metropolitan Area (CUWMA) as approved by the CUWMA Board of Trustees. The manual documents commonly accepted Consortium-wide policies, procedures, and practices for administering the Consortium Cross-Registration program, as defined and interpreted by the Conference of Consortium Registrars and Coordinators as approved by the CUWMA Board of Trustees. The manual is augmented with information describing the practices for administering the Consortium Cross-Registration program at individual member institutions.

The contents of the manual are to be reviewed at least once per year and revised as needed to ensure that the manual remains a reliable source of official information.

# CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA CONSORTIUM CROSS-REGISTRATION MANUAL

## Definitions

A. Eligible Student

Students enrolled in degree programs offered by a Consortium institution, other than programs described below as “Excluded Degree Programs,” are eligible to participate in Consortium Cross-Registration, subject to further restrictions which may be imposed by either institution. For more details, visit the Consortium’s website at <http://www.consortium.org>.

NOTE: With special authorization from the appropriate Dean or designated academic official of each host ~~each~~-institution, an eligible student may enroll for selected courses in an excluded degree program.

B. Excluded Degree Programs

Students enrolled in the following programs are not eligible to participate in Consortium Cross-Registration:

Canon Law, First Professional Degree Programs in Dentistry, Law, Medical.

NOTE: There is an exchange program for First Professionals in the Law Schools of The George Washington University and Georgetown University (only).

C. Courses Not Open to Enrollment

Consortium institutions shall list, annotate, or otherwise describe in their catalogues and/or schedule of classes the course(s) or groups of courses that are not open for enrollment through the Consortium registration process. (This might include, for example, all off-campus courses, first professional courses, and restricted program courses, such as internships, institutes, etc., courses included in other inter-institutional agreements, courses available through other existing exchange programs)

By action of the Administrative Committee, study abroad courses are not open to Consortium Cross-Registration.

Students enrolled in two or more Consortium institutions are not eligible to participate in Consortium Cross-Registration among those institutions.

D. Home Institution

The institution at which the eligible student has been formally admitted to a degree program.

E. Host Institution

The institution at which an eligible student has been granted permission to enroll in a course through the Consortium Cross-Registration process.

F. Consortium Coordinator

The person at each member institution who is responsible for reporting the certification of a student's eligible status, proper registration, and continued registration to the Consortium headquarters and the visited institution. This person acts as reporter and/or receiver of grades to the Consortium headquarters and member institution.

G. Member Institution

A member institution of the Consortium of Universities of the Washington Metropolitan Area, ~~Inc.~~ that is participating in Cross-Registration.

H. Non-Compete Aspects

The Consortium Cross-Registration program is not intended to compete with any existing signed articulation agreements between member institutions, nor to compete with similar state-level programs (e.g., Maryland Transfer Advantage Program). Member institutions may stipulate which course(s) or program(s) are ineligible for the Consortium Cross-Registration program in order to avoid any possible conflicts with these agreements.

**I. Approvals/Registration**

Home Institution

1. Academic Approval

a. Each institution facilitates the appropriate academic approvals required for its students to Cross-Register. Such approvals may include the Advisor, Dean, and/or Department Chairperson of the area of instruction desired.

b. Consideration of restrictions may be given to:

- (1) Limiting the number of courses to be taken through Consortium Cross-Registration enrollment during a semester/session or throughout a degree program.
- (2) Graduate degree credit for courses classified as undergraduate at another Consortium institution.
- (3) Enrollment in Independent Study, Tutorial or Private Study, Dissertation Guidance, etc.
- (4) Limiting the total number of students who may participate in the Consortium Cross-Registration program.

NOTE: Consortium policy does not prescribe credit hour limits or any restriction to the type or classification of degree credit courses, other than in those specified as excluded degree programs or abroad courses.

2. Administrative Clearance/Control

- a. Countersigning of “Consortium Registration Form” by Consortium Coordinator is required. By approving the Consortium Cross-Registration Form, the home institution certifies the following:
  - (1) The student’s enrollment in an eligible degree program.
  - (2) The accuracy of the personal and course data entered on the application, as much as possible. (Coordinators will exchange and maintain files of Schedules of Classes of the member institutions for use by students and academic personnel of the home institution.)
  - (3) That the student has been advised of procedural requirements.
  - (4) That the student is in good academic standing.
  - (5) That the student meets all prerequisites for the target course(s).
- b. Issuance of Consortium Class Admission Card/Consortium I.D. Card appropriately certified.
- c. Confirmation of the student’s completion of the prescribed registration procedure for the course(s) certified to the Consortium Office and to the Consortium Coordinator of the host institution.

**B. Host Institution**

1. Prior approval may be required for a visiting student to register in specific course.
2. Each institution should denote which office(s) and/or officer(s) are to be contacted if prior approval is required for Consortium course enrollment.
3. Each institution should denote which courses are not open to enrollment through the Consortium.
4. Where institutional course enrollments limit acceptance of visiting students, students without appropriate prior approval may be asked to change their course registration.

**III. Change in Course Registration Status**

Academic regulations of the home institution govern changes in course registration of a student. These changes pertain to: dropping and adding courses, withdrawal from enrollment, change of grade type (from A-F to Pass/Fail or Credit/No Credit and/or from degree credit status to Audit, subject to IV-B below). The policy adopted by the member institutions will pertain to the assessment of fees and for refunds. (See VIII and XII below.)

**IV. Grade Type**

- A. Permission to enroll for Pass/Fail (or Credit/No Credit) grading is subject to the review of the home institution. The instructors of the host institution will employ their institution's grading system when recording grades.
- B. Enrollment as an auditor requires the approval of the home institution and host institution.

**V. Grading**

- A. Host institution faculty will report grades according to the grading system applied at that institution. The host institution Consortium Coordinator will forward grades to counterparts at home institutions as soon as possible after grades are reported by the faculty.
- B. Consortium Coordinators of the home institution will post to the student's record the home institution's grade most closely allied to that reported by the host institution.  
  
NOTE: The official record of Consortium work is kept only at the home institution, subject to home institution regulations.
- C. Time limits for making up Incomplete grades are not to exceed those of the home institution. Less time may be required by the faculty member of the host institution.

#### VI. **Resident Credit**

By definition, work taken through the Consortium will be treated by the home institution as Resident Credit. For federal, state and local reporting purposes, students are counted only in the student enrollment statistics of the home institution.

#### VII. **Degrees**

Degrees are to be awarded only by the member institution in which the student is enrolled. Degrees are not conferred by the Consortium of Universities of the Washington Metropolitan Area.

#### VIII. **Tuition and Fees**

- A. Payment of tuition for courses undertaken through the Consortium is made through the regular procedure of the student's home institution and is based on the rate applicable there.
- B. Special course fees - as shown in the visited institution's catalogue and/or Schedule of Classes - are to be assessed and collected by the host institution.

#### IX. **I.D. Card**

Each registrant through the Consortium procures an I.D. Card (as part of the Class Admission Card) appropriately stamped to certify his/her proper enrollment.

#### X. **Library and Campus Facilities Use**

Registration includes library privileges at the visited institution. Access to other facilities is at the discretion of the host institution.

## XI. Academic Integrity and Conduct

Students are required to follow the regulations governing academic integrity and personal conduct at host institutions. In the event of academic dishonesty or misconduct, an host institution has the authority to proceed according to its regulations as far as the particular course and future enrollments are concerned. If the problem merits a change in the student's status, it is to be reported to the home institution registrar by the host institution registrar. Supporting documentation will be sent to the home institution registrar. The home institution may take any additional action it deems appropriate.

## XII. Registration, Grading, and Billing Timetable

### A. Responsibilities of Member Institutions and Consortium Headquarters:

Member institutions are responsible for complying with the timetable. The Consortium office is responsible for monitoring the implementation of the timetable and reporting delinquent members to the chair of the Committee of the Registrars and Coordinators in a timely fashion so that remedial action can be taken.

<b>Registration/Grading Action</b>	<b>Timetable</b>
<b>1. Exchange of Consortium Registration Forms</b> “Pink slips” and Enrollment Change Forms (indicate W-refund, W-no refund or Delete-refund as appropriate) are sent from the home institution to the host institution. If students receive a refund from the home institution, then the Consortium will not charge tuition. ROTC courses should be indicated by an “R” in the level box. (See also section XIII, 1 and 2). (See also section XIV for information regarding students requiring interpreting services).	During or immediately following open registration of host institution.
<b>2. Initial Registration Reports:</b> Alpha lists of student names, student level, course titles, and withdrawals/refunds sent from home to host institution.	Within one month of the beginning of the semester to confirm registrations (both sending and receiving).
<b>3. Class/Grade Reporting Lists:</b> Sent from home to host institution.	Before exams.
<b>4. Grade Reporting:</b> Grade Reporting Lists sent to home institution and <u>Consortium headquarters</u> by host institution. If grade reports are sent, they go only to the home registrar.	As soon as possible after grading. <u>No later than one (1) month from end of semester.</u>
<b>5. Grade Changes:</b>	Report as they occur.
<b>6. Grades for Graduating Students:</b>	Report as soon as possible.

<p><b>7. Initial Registration Report:</b> Approval by home and host registrars.</p>	<p>Beginning of the following semester. From Consortium headquarters for review and (as soon as grades are reported).</p>
<p><b>8. Corrected Lists Returned to Consortium Office:</b></p>	<p>Due date will be established by the Consortium Office, approximately 4 weeks from date of distribution of preliminary report.</p>
<p><b>9. Final List from Consortium Office Sent to Treasurers and Registrars:</b> Final statement and accounting sent by Consortium office to Registrars, Student Accounts Offices, and Treasurers. Change of grades or withdrawals after the final bill will not result in a change in the charges. The final statement and accounting report is now sent to Registrar's Office only and Registrar's Office is responsible for coordinating with Student Accounts and Treasurer's Office.</p>	<p>Final reports due four weeks from receipt of edited reports from <u>all</u> institutions.</p>



### XIII. Billing Rates, Policies & Procedures

1. Consortium rates are based on a three-tier structure using a flat fee reflective of the actual per credit hour rates charged by the institution. Appendix C represents the billing rates to be used for Fall and Spring semesters. Appendix D represents the billing rates to be used for the Summer semesters. These rates are to be applied to both undergraduate and graduate courses. There is no charge for ROTC courses at GU, GWU, HU, or UMCP. Home institution registrars should indicate on the Consortium Registration Form and the registration and grading lists that courses are ROTC by putting an “R” in the box for level.
2. At the end of each semester the host institution registrar will send a list of students with final grades to the home institution and Consortium [Headquartersoffice](#). The host institution will indicate dropped courses as R-refund, W-no refund, or Delete-refund according to information previously provided by the home institution on the Change of Enrollment forms. If the student receives any refund from the home institution, there will be no charge to the home institution.

### XIV. Disabilities Services

Students with disabilities, who have current approved accommodations at their home institution, be allowed to provide proof of registration with the Office of Student Disabilities at the student’s home institution to the visiting institution’s disability services office, and that those same accommodations be provided to the student by the visited institution. The home school’s disability support services office will report a student’s approved accommodations to the disability support services office of the visited institution as soon as student’s intent to cross-register is made known to the home school. Upon registration with the visited school, the consortium coordinator for the visited school will forward registration information to the visited institution’s disability support services. Please note that this proposal is independent of the interpretive services available through Gallaudet University as described in Appendix B.

### XV. Federal Universities Participation in Graduate Course Cross-Registration

Federal graduate universities may participate in the cross-registration program on a special basis. The Uniformed Services University of the Health Sciences participates in graduate course cross-registration under the following guidelines:

- Up to 15 USUHS graduate students would be eligible to participate in any one academic year, with no more than three (3) students placed at any one other member of the Consortium in courses or laboratory experiences.
- USUHS agrees to host up to a similar number of students from across the Consortium either in courses or research labs.
- All student cross-registration is strictly on a space available basis. The host institution reserves the right to determine whether space is available, and at what point prior to the beginning of the course or laboratory experience that determination is made and the visiting student is enrolled.
- No funds are exchanged in either direction.
- Consortium graduate students who cross-register to work in laboratories at USUHS will be brought on as "Volunteers," a specific Federal status that would provide them with an ID badge, protection under the FTCA and the U.S. Department of Labor for any workplace injuries.
- It is anticipated that approximately equal numbers of students will go from USUHS and will go to USUHS from other Consortium members. Careful monitoring will be done on this metric, which will factor heavily in the determination of program continuation.
- The program begins spring semester 2016.
- The program will be evaluated for continuation and expansion during the spring semester of the 2018-2019 academic year.

## APPENDIX A

### GENERIC SUMMARY OF PROCEDURES FOR THE REGISTRAR/CONSORTIUM COORDINATOR

1. Make available “home” Class Schedules and Catalogs to all member institutions and the Consortium office, particularly if the institution’s Class Schedule and Catalog are not available on the web. Verify that the Cross-Registration link on the Consortium website is accurate, and inform the Consortium of all changes.
2. Have available Class Schedules from all member institutions, particularly if the institution’s Class Schedule and Catalog are not available on the web. For each institution, these can be accessed via the Consortium’s website under the University Information section.

NOTE: By agreement, all class schedules will contain: a map of campus; Consortium registration procedures and restrictions; opening day of classes at member institutions; and lab fee information.

3. Have Consortium Registration Forms available for students.
4. Verify current enrollment and degree status of “home” students and verify accuracy of data on Cross-Registration form as much as possible.
5. After verifying academic approval and financial clearance, give stamped Consortium ID (buff copy of Consortium Registration) to student. Inform home students of permission requirements at the host institution. Advise students to seek permission in writing (or email) and forward the permission to the home institution.
6. Send “pink copies” of home registrations to counterparts at host institutions during or immediately following “open” registration period. Notify host institution as soon as possible of any ADA requirements the student will need (i.e., interpreting services).
7. Receive “pink copies” from counterpart coordinators and record registrations.
8. Counsel visiting students as needed and authorize course registration, if required. In the case of a restricted course, the student should already have obtained permission from the appropriate official at the host institution. When the host institution's coordinator receives the Consortium Registration Form for a course requiring permission, the coordinator should email the department or faculty

member to verify that the visiting student has permission. A copy of the email should be sent to the home coordinator with a request that the department reply to both coordinators. After verification is received the student should be registered.

9. Send to counterpart at each “host” institution an alpha listing of “home” Consortium students, showing student identification number, courses for which they are registered, credit hours for each course, status of student (grad/undergraduate) and whether or not the student expects a degree at end of term. Report W-refund, W-non-refund, or Delete-refund as determined by the home institution (see section XII).
10. Receive alpha listings of visiting students. Note changes of enrollment since receipt of “pink copies,” and resolve any discrepancies.  
  
NOTE: Because these listings are verifications of the pink slips already mailed, they should be complete, and should be sent out as soon after the close of the last registration period as possible, but definitely before mid-term exams, so that all Consortium students can be shown on class rosters well before the final grading sheets are sent to teachers at the end of the semester.
11. Report grades of visiting students to appropriate Registrar/Coordinator on the list received from each institution, sending one copy of each graded listing to Consortium headquarters for use in cross billing. (Individual reports should not be mailed to students for Consortium courses except by home institution.)
12. Receive grades from counterparts and post to “home” record of Consortium students, using “home” grade closest to that appearing on host institution's listing.
13. Verify information reported to Consortium Headquarters as the basis for cross billing. Resolve discrepancies with counterparts and correct billing reports as needed.

## **APPENDIX B**

### **Consortium Policy Regarding Interpreter Services for Cross-Registration Students**

~~Gallaudet Interpreting Service (GIS) will provide interpreters for their students involved in Cross-Registration upon request of the host institution. However, institutions may choose not to use GIS, in which case that institution is responsible for all arrangements to provide interpreters for students it receives through Cross-Registration. If GIS cannot fulfill the request, they will work with the host institution before using an outside interpreting service.~~

~~Each host institution will be charged an hourly rate (based on level of certification of the interpreter provided) with no minimum number of hours per day or per job. There will also be a daily start-up fee for an interpreter's first job at a given site. GIS will bill each institution at the end of each semester.~~

~~Each home institution will, as soon as possible, notify the host institution whenever a student will need interpreting services. When the Registrar's office of the home institution sends the Consortium Registration Form (the "pink slip") to the host institution, the home institution should indicate, either on the "pink slip" or on an attachment, that the student will be using an interpreter. The Registrar's Office of the host institution will promptly inform the Disabled Student Services office at the host institution of the facts regarding the student's registration.~~

~~GIS will notify the Disabled Student Services office of the host institution of the name of the student who is using an interpreter, the name of the interpreter, and the time the student will be attending the class.~~

~~It is the responsibility of the home institution to notify the host institution along with the Disabled Student Services office immediately when a student drops a course. The host institution is responsible for interpreting charges incurred even if a student drops.~~

## **APPENDIX B**

### **Consortium Policy Regarding Interpreter Services for Cross-Registration Students**

The home institution will provide an interpreting request for a deaf or hard of hearing student to the host institution at the time that

a cross registration request form is submitted. The request for an interpreter should be passed onto the Disabled Student and Support Services Office (DSS)\* at the host institution as soon as possible to allow the host institution to make arrangements for interpreters for each scheduled class meeting.

Host institutions may use their preferred interpreting service, including their own campus services. If the institution chooses to, it may also use the Gallaudet Interpreting Service (GIS).

The host institution Disabled Student and Support Services Office (DSS) will work with the interpreting service and the needs of the student to provide services during scheduled meeting times, labs and exams.

The student should be instructed by the home and the host institution that they should contact the interpreter and Disabled Student and Support Services Office (DSS) when they plan not to attend or if they drop/discontinue a course.

It is the responsibility of the home institution to notify the host institution and Disabled Student and Support Services Office (DSS) immediately when a student drops a course.

The host institution is responsible for interpreting charges incurred even if a student drops the course.

Billing and remittance of charges are handled between the interpreting service and the host institution Disabled Student and Support Services Offices. (The host institution is financially responsible, not the student.)

*\*There are varied titles for offices that provide services/support for disabled students at CUWMA member institutions.*

APPENDIX C

CONSORTIUM OF UNIVERSITIES - CROSS REGISTRATION ACTIVITY  
TIER STRUCTURE

**FALL & SPRING SEMESTERS**

(Effective from Fall 2005)

<p><b>TIER 1</b></p> <p><b>\$870.00 PER CREDIT</b></p>	<p><b>TIER 2</b></p> <p><b>\$602.00 PER CREDIT</b></p>	<p><b>TIER 3</b></p> <p><b>\$334.00 PER CREDIT</b></p>
<p>American University The Catholic University of America The George Washington University Georgetown University</p>	<p>Gallaudet University George Mason University Howard University Marymount University Trinity University University of Maryland College Park</p>	<p>University of the District of Columbia National Defense Intelligence College National Defense University Uniformed Services-University of the Health Sciences</p>

NOTE: Schools of the same tier would exchange tuition at that tier's rate. Money exchanged between tiers occurs at the lower tier's rate as follows:

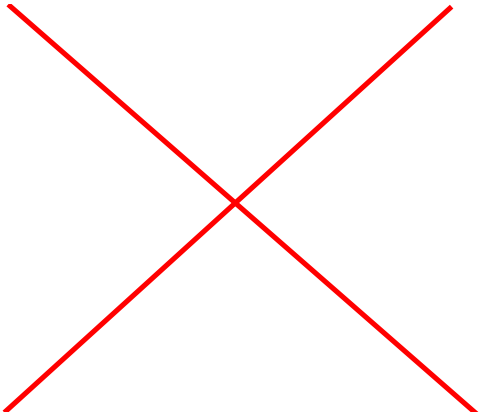
- A tier 1 school sending students to a tier 2 or tier 3 school would pay the applicable tier 2 or tier 3 rate;
- A tier 2 school sending students to a tier 1 school would pay the tier 2 rate;
- A tier 2 school sending students to a tier 3 school would pay the tier 3 rate;
- A tier 3 school sending students to either a tier 1 or tier 2 school would pay the tier 3 rate.

APPENDIX D

CONSORTIUM OF UNIVERSITIES - CROSS REGISTRATION ACTIVITY  
TIER STRUCTURE

**SUMMER SEMESTER**

(Effective from Fall 2005)

TIER 1 \$650.00 PER CREDIT	TIER 2 \$450.00 PER CREDIT	TIER 3 \$250.00 PER CREDIT
	<p><i>American University</i>  <i>The Catholic University of America</i>            Gallaudet University  <i>The George Washington University</i>    <i>Georgetown University</i>            Howard University            Marymount University            Trinity University            University of Maryland College Park</p>	<p>George Mason University            University of the District of Columbia            National Defense Intelligence College            National Defense University            Uniformed Services-University of the Health Sciences</p>

NOTE: Schools of the same tier would exchange tuition at that tier's rate. Money exchanged between tiers occurs at the lower tier's rate as follows: A tier 2 school sending students to a tier 3 school would pay the tier 3 rate; A tier 3 school sending students to tier 2 school would pay the tier 3 rate.



