CROSS-REGISTRATION PROCEDURES

- Tufts University students should obtain a Cross Registration Petition
- The completed Cross-Registration Petition must be signed by your advisor, Instructor, Student’s 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 Student’s Registrar’s Office, 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 Student’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.
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 __________________________

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II. Cross Registering at: Semester: Fall____ Spring____

(Check one) (Year) (Year)

_____Boston College Registering for courses:

_____Boston University Department________________________

_____Brandeis University Number__________ Section____

_____New England Conservatory of Music Title________________________

_____School of Nutrition Course Credit________________________

_____Fletcher School of Law and Diplomacy Instructor’s Signature________________________

_____Sackler School of Graduate (AFTER THE FIRST DAY OF CLASS)

School of Biomedical Sciences

_____Other (specify)________________________

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 the Student’s Registrar. The student is responsible for making the copies.

Desk: Return to Student’s Registrar  Last Updated 7-2014