

Cross Registration Procedures

- Step 1: The student obtains the Cross Registration form from the Registrar's Office.
- Students must have a 2.00 cumulative grade point average to participate in Cross Registration, and adhere to NSU's registration and payment deadlines found in the Registration Information Booklet.
 - First- semester NSU students cannot participate. You must have an NSU GPA to be approved.
 - Students are only allowed to take 30 semester hours as Cross Registration.
 - Courses must be college level courses. Developmental courses are not allowed.
 - Must be enrolled in at least 1 credit hour at your home institution.
- Step 2: The student completes the Cross Registration form by providing the name of the institution offering the course(s), campus location (if applicable), term, the course number, title and other required items.
- Step 3: The student takes the completed form to his/her advisor for advisement and approval.
- Step 4: The student returns the approved form to the Registrar's Office, and the staff verifies the student has a 2.00 cumulative grade point average prior to registration.
- The student is reminded to adhere to NSU's add/drop dates, and he/she is informed to read the back of the Cross Registration form for additional information.
- Step 5: The student is instructed to take the Cross Registration form to the institution offering the course(s) for registration (host).
- If the course is closed, or the course number changes, the student must notify NSU and complete a new form.
- Step 6: Once the student has registered at the host institution and the form is signed by The Office of the Registrar of the institution offering the course(s), the student must bring the white copy back to NSU's Registrar's Office for filing.
- If the student drops the course or it is cancelled after registration, the student must notify NSU within 24 hours of the change.