



Norfolk State University – Office of the Registrar

Cross Registration Procedures

Step 1: The student obtains the Cross Registration form from the Registrar's Office website at www.nsu.edu/registrar under "Documents and Forms". The requirements are:

- 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 and/or the NSU academic calendar.
- First- semester NSU students cannot participate. You must have an NSU GPA to be approved.
- Students are only allowed to take **up to 30 semester hours** as cross registration credits.
- 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 **via email**, and the staff verifies the student has a 2.00 cumulative grade point average prior to registration.

- The student is reminded to adhere to both NSU's add/drop dates, and the host school's add/drop deadlines.

Step 5: NSU will submit the form to the host school via email to the appropriate host school representative. The student will also be copied on all correspondence.

- If the course is not available, 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 form will be sent 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.**