

Baltimore Student Exchange Program (BSEP) Cross-Registration Request Form Registrar's or Records Office

For additional information about the BSEP agreement and participating institutions, visit http://baltimorecollegetown.org/colleges/cross-registration/

YOUR INSTITUTION: Are you in ROTC?

VISITING INSTITUTION:

Guidelines

- Complete this form to request permission to take up to two courses per academic year at another (visiting) institution through the Baltimore Student Exchange Program (BSEP).
- Cross-registration is not available or valid for summer or intersession terms.
- First year students and Graduate students are **not** eligible to participate in BSEP.
- If this is your last semester before graduation, consult your registrar's or records office prior to submitting this form.
- Your signature verifies you have read and agree to adhere to the <u>academic calendar and policies</u>, including payment of any course related fees at the visiting institution, while participating in BSEP.

Instructions

- 1. Complete sections one and two.
- 2. Secure <u>all</u> required signatures in sections two and three, per your institution's requirements (some institutions will accept email confirmations from faculty; check with your registrar's or records office).
- 3. It is your responsibility to obtain the appropriate signatures before submitting the form.
- 4. This form must be submitted to your registrar's or records office following the visiting institution's procedures, deadlines and policies.

SECTIO	ON 1: Stude	ent Infor	mation					
Full Legal								
Last Previous Name Used on Academic Records: Major:					First Preferred Name:			Middle
Address: City:	nail Address:				State:		Zip Code	:
			Preferred Phone Number: ent ID #: Date of Birth (M-D-Y):					
Emergency Contact:				Conta	ontact Phone #:			
Have you	ever been enrol	led at the vi	siting institut	tion?	Have	e you ever	applied to the visiti	ng institution?
Intend to b	e registered for	full-time s	tatus (minim	um of 12 cre	edits):			
Total credits at home institution this semester:					Credits needed to graduate:			
SECTION	ON 2: Cour	se & Sen	nester Info	ormation				
VISITI	NG INSTITU	J TION (L	List courses	based on y	our prio	rity 1st thi	rough 4 th choice)	
Semester & Year course is offered:					Year	:		
Priority	Department Code	Course #	Section #	Course	e Title	Credits	Course Schedule Day/Time	Pre-Req Met (if required)
#1							•	
#2								
#3								



*Required for all students.

Baltimore Student Exchange Program (BSEP) Cross-Registration Request Form Registrar's or Records Office

For additional information about the BSEP agreement and participating institutions, visit http://baltimorecollegetown.org/colleges/cross-registration/

Course In *Required	Date						
VOLID I	NSTITUTIO	N FOHIVA	LENCY (Completed by your institution,s	administrator if applicab			
Priority	Department Code	Department or Dean Signature (Loyola or TU students)					
#1				10 students)			
#2							
#3							
#4							
*Your sign	nature verifies yo	ou have read an	r Institution) nd agree to adhere to the academic calendar an visiting institution while participating in BSE				
Student Signature *Required for all students							
	c Advisor Signa for Goucher, JH		oyola, MICA, Morgan, Notre Dame, Stevenso	Date on, and UB students.			
	Major Advisor for JHU-Engine			Date			
Academic Advising & Support Center Signature *Required for Loyola students.							
	pproval Signat			Date			
SECTIO	ON 4: Regist	rar's or Ro	ecords Office (Your Institution)				
RSEP Co	ordinator Sign	ature		Date			