

Cross Registration Form

Cooperating Colleges of Greater Springfield (CCGS)

INSTRUCTIONS: One course per form, please.

1. Form must be completed by student.
2. Limit: two courses per semester (or 8 credits).
3. Student must obtain Home College advisor's signature before registering at Host College.
4. Please print legibly.

Student Name: _____ ID#: _____ DOB: ____/____/____
Last First M.I. mm dd yy

Permanent Home Address: _____
Street City State Zip Code

Campus Address (if resident): _____
Street City State Zip Code

Permanent Phone No: _____ Preferred Phone No: _____ E-mail: _____

1. Please indicate the College you wish to attend and the course for which you would like to register:

College: _____ Course Code _____ Course No. _____ Section _____

Course Title _____ Credits _____ Semester _____ Year _____

2. By signing below, I apply to participate in the CCGS program, and agree to abide by the policies, rules, and regulations of the host college. I also authorize the transfer of my academic records to my home college without additional releases:

Student's Signature _____ Date _____

OFFICE USE ONLY: HOME COLLEGE REGISTRAR'S OFFICE

I certify that the student named above is currently attempting at least six (6) semester hours in a degree program and is eligible to participate in the CCGS program.

Reason for registering for CCGS course (check one):

☐ Not offered at home college ☐ Required for degree/not offered before graduation ☐ Class conflict ☐ Time constraint (job, travel, etc.)

How will the course apply toward the student's home college degree program: _____
Maj/Gen. Ed./Elect.

Home College Advisor approval signature (if applicable) _____ Date _____ Home college course equivalent _____

Home College Name _____ Date _____ Student's Anticipated Date of Graduation _____

Registrar or Designee Approval Signature _____

OFFICE USE ONLY: HOST COLLEGE REGISTRAR'S OFFICE

The request to register for the course mentioned above is approved and has been processed. Final grades for this student will be forwarded to the Home College Registrar at no cost. Tuition for this course will not be charged by the Host College.

Registrar or Designee Approval Signature _____ Date _____ E-mail Address _____

Host College Name _____ Student ID at Host College _____

FINAL GRADE:

This is to certify the final grade for the course listed above is: _____ COLLEGE SEAL: _____

Registrar or Designee's Signature _____ Date _____

CCGS Course availability by institution located on back

Eligible CCGS courses include those that are regular classroom-based courses offered by a college's full-time undergraduate program. Some schools will accept CCGS registrations for continuing education (evening) or online courses. (See below)

Registration into CCGS coursework is approved on a space-available basis, please note that fees may apply.

Internships, Study-Abroad, Practica, and other special courses may not be taken under the CCGS program.

If you have a question regarding CCGS eligible courses at a particular school, please see the Host Institution's Registrar's Office for more information.

(Please see individual institution for definition of course type.)

DAY COURSES

EVENING COURSES

ONLINE COURSES

AMERICAN INTERNATIONAL COLLEGE

1000 State Street, Springfield, MA 01109

www.aic.edu

Courses: <https://www.aic.edu/academics/registrar/course-offerings/>

✓

✓

✓

BAY PATH UNIVERSITY

588 Longmeadow Street, Longmeadow, MA 01106

www.baypath.edu

Courses: https://docs.google.com/spreadsheets/d/1kJj7R_iwRccvRlojacTAcnytQykwYdgg27ILCnucN4/edit#gid=1935983913

✓

✓

IF IT IS A
TRADITIONAL
UNDERGRADUATE
CLASS

ELMS COLLEGE

291 Springfield Street, Chicopee, MA 01013

<https://selfservice.elms.edu/Student/Courses>

✓

✓

✓

HOLYOKE COMMUNITY COLLEGE

303 Homestead Ave, Holyoke, MA 01040

www.hcc.edu

✓

✓

SPRINGFIELD COLLEGE

263 Alden Street, Springfield, MA 01109-3797

www.springfieldcollege.edu

Courses: <https://springfield-prod-pxes02.banner.elluciancloud.com:8090/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

✓

✓

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

One Armory Square, Suite 1, P.O. Box 9000

Springfield, MA 01102-9000

www.stcc.edu

Courses: <https://www.stcc.edu/explore/schedules/>

✓

IF THE SECTION
BEGINS WITH "D"
DAY DIVISION

WESTERN NEW ENGLAND UNIVERSITY

1215 Wilbraham Road, Springfield, MA 01119

www.wne.edu

Courses: <https://www1.wne.edu/academic-affairs/academic-scheduling.cfm#Undergraduate>

✓

✓

✓

WESTFIELD STATE UNIVERSITY

577 Western Avenue, Westfield, MA 01086

www.westfield.ma.edu

Courses: <http://www.westfield.ma.edu/offices/registrar>

✓

IF IT IS A DAY
DIVISION CLASS

NOTE: Official registration in a course through CCGS lies with the approval of the Host institution and are subject to the academic policies of that institution. Policies, procedures and registration periods may vary between schools.