CUE CROSS REGISTRATION FORM

LAST 4 DIGITS OF SS#  DATE OF BIRTH  STUDENT ID AT HOME INSTITUTION  DATE

LAST NAME  FIRST  INITIAL

LOCAL ADDRESS

CITY  STATE  ZIP CODE  EMAIL ADDRESS  LOCAL TELEPHONE NUMBER

HOST INSTITUTION  HOME INSTITUTION

HOST COURSE INFORMATION

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<th>DEPARTMENT</th>
<th>COURSE NUMBER</th>
<th>SECTION/CLASS #</th>
<th>CREDIT HOURS</th>
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<th>TITLE</th>
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STUDENT SIGNATURE  DATE  ADVISOR SIGNATURE  DATE

SUBMISSION DEADLINE: FALL SEMESTER – AUGUST 10, SPRING SEMESTER – DECEMBER 10

XC: HOST REGISTRAR  HOME REGISTRAR  STUDENT

ACADEMIC DEAN SIGNATURE  DATE

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- Enrollment Forms must be completed and returned to Registration & Records at Butler University by August 1st for Fall semester, December 1st for Spring. Each University has their own deadlines we must adhere to. You may check their website for information.
- Students DO NOT contact the other university directly. If enrollment is done directly through the other university, you WILL BE BILLED for that course.
- Be aware of the academic calendar at the university offering the course. Classes may start before or after Butler classes. If enrolled, you will be expected to adhere to their schedule.
- Students are permitted to take ONE consortium course per semester at a Host university. No more than four courses may be taken.
- Application does NOT automatically assure registration in the course.
- Students will be notified of space availability near the beginning of class. Please add your email address somewhere on the form. Classes may fill up and be closed prior to the processing of consortium enrollment.
- Consortium students may not be put on a wait list for a class.
- Consortium students may not be enrolled after the start of class at the HOST University.
- Instructor approval will not override any deadlines.
- If a course is absolutely necessary for your major, to graduate, etc. you may want to consider applying to be admitted as a visiting student to that university which also means you will have to pay tuition to the university. Certain courses, especially in the sciences, tend to be closed by the time consortium registration is processed.
- If you are admitted as a visiting student, you will pay tuition to that university and MAY NOT switch to consortium at a later date.
- Some courses are NOT available through this program. Examples are any course from the TCEM Department at IUPUI, Kelly School of Business or major classes at Herron School of Art.

If you have any questions, please see Deanna Crisan in JH 133.
Phone - 940-9442
Email - dcrisan@butler.edu