

CUE CROSS REGISTRATION FORM

LAST 4 DIGITS OF SS#

DATE OF BIRTH

STUDENT ID AT HOME INSTITUTION

DATE

LAST NAME

FIRST

INITIAL

SEMESTER	YEAR

LOCAL ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

LOCAL TELEPHONE NUMBER

HOST INSTITUTION
INSTITUTION

HOME

HOST COURSE INFORMATION			
DEPARTMENT	COURSE NUMBER	SECTION/CLASS #	CREDIT HOURS
TITLE		INSTRUCTOR	

**Consortium for
Urban
Education,
Indianapolis**



STUDENT SIGNATURE

DATE

ADVISOR SIGNATURE

DATE

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

ACADEMIC DEAN OR CUE OFFICER SIGNATURE

DATE

XC: HOST REGISTRAR HOME REGISTRAR STUDENT

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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 await 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 180.
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