

# **EXCHANGE (CROSS REGISTRATION) INFORMATION**

## **NJIT, RUTGERS-NEWARK STUDENTS**

For purposes of Cross Registration, **Essex County College will apply all of the criteria mentioned below and require verification of same.** Cross registration will be processed for eligible students.

- The course student wishes to take at ECC is part of student's degree program, and;
- The course is not offered at the home school during the current semester or in subsequent Fall/Spring semesters, and;
- The student needs the course to graduate at the end of the current semester, and;
- The student has submitted a Cross Registration Form with Verification of Course & Program Requirements signed by the home school academic advisor ([scroll down to download form](#)).
- Cross Registration is not accepted for Winter Intersession and Summer sessions.

### **NJIT, Rutgers-Newark Students must follow the steps below**

1. Complete an Exchange (Cross Registration) Form.
2. Have the form signed by the home school academic advisor.
3. Submit form to the Enrollment Services Office at Essex County College during the registration period. If registering at ECC for the first time, students must also complete an admissions application.
4. After registration is processed, student will receive a printed schedule.
5. Students eligible for Cross Registration should pay registration bill at the home school.
6. Students not eligible for Cross Registration must pay tuition and course fees at ECC.
7. Course Technology and Book Fees must be paid at ECC. OPT Out information is available at <https://www.essex.edu/bursar-office/>
8. Confirmation of your cross registration will be sent to the Registrar's Office of your home school.
9. If you add/drop or withdraw from a course(s) at ECC, you must also add/drop or withdraw from course at NJIT or Rutgers-Newark at the same time.
10. Essex County College will forward grades to the home school Registrar's Office at the end of the semester.

**NOTE:** NJIT or Rutgers-Newark students who do not meet the above criteria for Cross Registration, may enroll for courses as a non-matriculating student on a space available basis and pay tuition and fees at Essex County College. Students may need to submit copy of transcript to ECC academic division chairperson for registration approval.

# EXCHANGE (CROSS REGISTRATION) FORM

HOME SCHOOL: \_\_\_NJIT \_\_\_RUTGERS-NEWARK

**HOST SCHOOL: ESSEX COUNTY COLLEGE**

1) Complete **Section I** 2) Take form to Home School for **Section II** 3) Take form to ECC Enrollment Service

## SECTION I: STUDENT

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

Home School ID Number: \_\_\_\_\_ Host School ID Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Date of Birth: \_\_\_\_\_

**Degree Program/Major:** \_\_\_\_\_ **Expected Graduation Date** \_\_\_\_\_

**SEMESTER:** FALL \_\_\_ SPRING \_\_\_ 20\_\_\_

ECC Course Request						Home School Equivalent Course
CRN	Subject	Course Number	Section Number	Course Title	Credit	

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## SECTION II: HOME SCHOOL ADVISOR - VERIFICATION OF COURSE & PROGRAM REQUIREMENTS

1. Course(s) listed above is/are required for student's degree program? YES \_\_\_ NO \_\_\_
2. Course(s) is/are offered at the Home School during the current semester? YES \_\_\_ NO \_\_\_
3. Course(s) is/are offered at the Home School next Fall/Spring semester? YES \_\_\_ NO \_\_\_
4. Student's Expected Graduation Date \_\_\_\_\_

**SIGNATURE: HOME SCHOOL ADVISOR** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_ **DATE** \_\_\_\_\_

## SECTION III: HOST SCHOOL - CONFIRMATION OF REGISTRATION

List below course(s) student is registered for.

CRN	Subject	Course Number	Section Number	Credit	Registration Date

**SIGNATURE: ECC ACADEMIC DEPT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE: ECC REGISTRAR** \_\_\_\_\_ **DATE** \_\_\_\_\_