

# Essex County College College Regulation

## REG 5-3 CROSS-REGISTRATION WITH OTHER PUBLIC INSTITUTIONS OF HIGHER EDUCATION

### **Purpose:**

To provide and facilitate the free exchange of educational experiences between public institutions of higher education and their students.

### **Definition(s):**

Home School – The institution where the individual student is matriculated and expects to receive their degree.

Host School – The institution that will be supplying the instructional service.

### **Application:**

1. Enrollment Services will be responsible for the cross registration between Essex County College and other public institutions of higher education.
2. Cross-registration will be accepted only if approved by the Academic Division Chairperson and the Academic Dean.
3. The Comptroller will be responsible for the proper billing and remittance of funds necessary to comply with the cross registration agreement for the other public institutions of higher education.
4. For purposes of payment, Essex County College shall collect its Home School tuition at its own rate, and shall remit same to Host School upon receipt of a bill from that institution. Colleges engaging in such student exchanges with Essex County College shall be reimbursed at the Essex County College rate, regardless of the Host School's rate.
5. Agreements permitting cross-registration, which are consistent with this Regulation, shall be negotiated with Host Schools by the Office of Academic Affairs and the Office of Student Affairs and approved by the Cabinet prior to any student exchange. These agreements shall be given to the Office of Enrollment Services and the Comptroller, who shall maintain them on file.
6. Nothing in this Regulation shall be construed as prohibiting Host Schools from billing Essex County College students individually for tuition and charges that Host Schools normally make which are beyond the tuition charged at Essex County College.
7. For purposes of recording payment for the "home school" student, the Undergraduate Exchange Registration form and a copy of the Essex County College invoice will be presented to the Bursar's office and such credit will be recorded for the student's invoice.
8. For purposes of recording enrollment, Essex County College shall record only the information when Essex County College serves as "host school."

9. A student from Essex County College will be allowed to attend a participating institution only when the course requested is part of the student's Essex County College degree program and that course is not being offered at ECC either in the semester in which exchange is requested or in the next semester. This requirement may be waived if the student requires the requested course or courses for graduation within one semester and one term.

<b>Responsible Official(s):</b>	<b>Reference: <i>N.J.S.A.</i> 18A:64A-12(o), BP-6-1</b>
<b>Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17</b>	<b>Attachment(s):</b>