



# Trinity

Enrollment Services  
Trinity Washington University  
Main 154 - 202.884.9530

## Consortium Registration Request

Name: (F) \_\_\_\_\_ (MI) \_\_\_\_\_ (L) \_\_\_\_\_

Student ID # or SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: CAS  SPS  EDU  NHP  Level: Undergraduate  Graduate

Major: \_\_\_\_\_ Do you expect to graduate at the end of this term? [ ] Yes [ ] No

Email address: \_\_\_\_\_@students.trinitydc.edu Phone Number: \_\_\_\_\_

Semester: [ ] Fall [ ] Spring Year: \_\_\_\_\_

University offering proposed course:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> American Univ.                 | <input type="checkbox"/> George Mason Univ.      | <input type="checkbox"/> Marymount Univ.   |
| <input type="checkbox"/> Catholic Univ.                 | <input type="checkbox"/> Georgetown Univ.        | <input type="checkbox"/> University of DC  |
| <input type="checkbox"/> Corcoran Coll. of Art & Design | <input type="checkbox"/> George Washington Univ. | <input type="checkbox"/> UMD- College Park |
| <input type="checkbox"/> Gallaudet Univ.                | <input type="checkbox"/> Howard Univ.            |  |

COURSE ID	SECTION	DAY/ TIME	COURSE TITLE	CREDITS

Consult with your Academic Dean and obtain the necessary signature below, then submit the form to Enrollment Services. If you wish to take more than one course through the Consortium, submit separate forms for each course.

Academic Dean: Please *carefully* review the request and provide appropriate rationale for this student to take the course noted above through the Consortium. You may attach a memo to this form if you prefer.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have reviewed the basic policies of Consortium cross-registration listed on the back of this form. I understand the full listing of policies regarding Consortium courses is in the Academic Catalog.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have decided to: [ ] cancel my registration request [ ] drop this Consortium course [ ] withdraw from this Consortium course

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Date change submitted: \_\_\_\_\_

**Office Use Only:** Date Received: \_\_\_\_\_ Date submitted to requested institution: \_\_\_\_\_

Dean's Approval (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Registration Confirmed: \_\_\_\_\_ Registration Denied: \_\_\_\_\_

The following policies govern the participation of Trinity students in the Consortium:

1. Trinity students may take Consortium courses only if the courses are not available at Trinity during the semester.
2. Only full-time degree-seeking students, i.e., students enrolled in a full-time course load at Trinity, are eligible for Consortium privileges. Exceptions require approval by Trinity's Consortium Coordinator. First-year students are ineligible to participate. Exceptions may be made for students wishing to take foreign language courses.
3. Students in their last semester are discouraged from taking courses through the Consortium. Delays in reporting Consortium grades may prevent a student from graduating and/or participating in commencement activities.
4. *In consultation with the academic advisor*, students must demonstrate the relevance of proposed Consortium course(s) to their academic and post-college goals.
5. Students must be in good academic standing to participate in Consortium courses. Students carrying a grade of "Incomplete" should take Consortium courses only in extraordinary circumstances; approval is required from Trinity's Consortium Coordinator.
6. The final grade received in a Consortium course is recorded on the Trinity transcript and calculated into the student's grade point average.
7. All registrations for Consortium courses must receive final approval from the Academic Dean.
8. Students participating in Consortium courses must arrange for their own transportation.
9. Requests for changes to consortium registration (i.e., canceling the registration request, dropping the course, withdrawing from the course) must be made through the Enrollment Services Consortium Coordinator and not via Self Service. Changes of this nature require the student's signature, as indicated on the previous page.

Grades of "I" (Incomplete) may be given for courses taken through the Consortium. Students who arrange grades of Incomplete at a visited institution should note that the time limits for making up the incomplete are not to exceed those dictated by Trinity's policy for grades of Incomplete. However, a faculty member at the visited institution may require an earlier deadline.

Trinity is not responsible for delays in the reporting of grades from visited Consortium institutions; grades for all Consortium courses must be recorded by the Registrar's Office at Trinity for a student to be eligible to have the degree conferred and receive the diploma. Students are responsible for checking with instructors at Consortium institutions to assure the timely report of grades to Trinity.

Tuition for courses taken through the cross-registration program will be billed by Trinity at the applicable Trinity rate. Any additional special course or lab fees charged by the visited institution are the responsibility of the student and will be billed separately.

The submission of a Consortium Registration Request does not guarantee enrollment as requests are subject to approval from the visited institution.