

Consortium Registration Form



Consortium of Universities of the
Washington Metropolitan Area

Today's date:		Semester/Year:		DO YOU EXPECT TO GRADUATE AT THE END OF THE TERM? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> M	<input type="checkbox"/> F	Last Name		First Name	
Gender		Last Name		Middle Initial	ID Number
Date of Birth		Daytime phone #		Email address	
Special Services Required? <input type="checkbox"/> Yes <input type="checkbox"/> No					
LEVEL	<input type="checkbox"/>	Undergraduate	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		
	<input type="checkbox"/>	Graduate	<input type="checkbox"/> Masters <input type="checkbox"/> Doctorate		
	<input type="checkbox"/>	Law			

Home institution:

<input type="checkbox"/>	American University	<input type="checkbox"/>	Catholic University	<input type="checkbox"/>	Gallaudet University
<input type="checkbox"/>	George Mason University	<input type="checkbox"/>	George Washington University	<input type="checkbox"/>	Georgetown University
<input type="checkbox"/>	Howard University	<input type="checkbox"/>	Marymount University	<input type="checkbox"/>	Montgomery College
<input type="checkbox"/>	Natl. Defense Intel. College	<input type="checkbox"/>	Northern VA Community College	<input type="checkbox"/>	National Defense University
<input type="checkbox"/>	Prince George's Comm. College	<input type="checkbox"/>	Trinity University	<input type="checkbox"/>	University of DC
<input type="checkbox"/>	UMD – College Park	<input type="checkbox"/>	Uniformed Services Univ. of the Health Sciences		

Dept. & Course # "Session"	Section No.	Course Title	Semester Hours	Level of Credit	Not valid for identification without Consortium Stamp and initial
				<input type="checkbox"/> Undergrad	
				<input type="checkbox"/> Graduate	
				<input type="checkbox"/> Undergrad	
				<input type="checkbox"/> Graduate	
				<input type="checkbox"/> Undergrad	
				<input type="checkbox"/> Graduate	

Visited Institution:

<input type="checkbox"/>	American University	<input type="checkbox"/>	Catholic University	<input type="checkbox"/>	Gallaudet University
<input type="checkbox"/>	George Mason University	<input type="checkbox"/>	George Washington University	<input type="checkbox"/>	Georgetown University
<input type="checkbox"/>	Howard University	<input type="checkbox"/>	Marymount University	<input type="checkbox"/>	Montgomery College
<input type="checkbox"/>	Natl. Defense Intel. College	<input type="checkbox"/>	Northern VA Community College	<input type="checkbox"/>	National Defense University
<input type="checkbox"/>	Prince George's Comm. College	<input type="checkbox"/>	Trinity University	<input type="checkbox"/>	University of DC
<input type="checkbox"/>	UMD – College Park	<input type="checkbox"/>	Uniformed Services Univ. of the Health Sciences		

Administrative Approval

Registrar / Coordinator (signature)		Date	Chairperson/Advisor (Signature)		Date
Student					
Signature		Date	Dean (Signature)		Date

INSTRUCTIONS FOR THE STUDENT

1. Complete all data items on this form, copying full course data from the appropriate Schedule of Classes.
2. Check "level of Credit" to indicate whether course credit is to be applied to an undergraduate or graduate level at the visited institution.
3. Obtain academic and administrative approvals as prescribed by home institution.
4. Complete home institution's registration or change of registration procedure.
5. Receive and retain a copy of this form with initialed consortium stamp for use to obtain an ID card for library purposes and to display to instructor at the first class meeting.

INSTRUCTIONS FOR THE INSTRUCTOR AT THE VISITED INSTITUTION

1. Have student present Consortium Registration Form bearing initialed consortium stamp to verify authorization to enter specific class.
2. Enter student's name and home institution on your class roster. Student's name will appear on a class roster issued later by the Registrar's Office of your institution.

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.