

### **3.10 Cross-Registration - Guidelines for Exchange of Students Among Institutions of Public Higher Education**

The Board of Trustees of Community-Technical Colleges approves the following guidelines for exchange of students among institutions in the state system of higher education, which will provide an opportunity for students enrolled in a Community College, state university, or the university of Connecticut to benefit significantly by taking a course or courses not available where they are registered but offered at another state institution.

1. Preliminary, informal inquiry should first establish that there is a substantial degree of interest on the part of one or more qualified students enrolled at the home institution in a particular course offered by the host institution but not by the home institution.
2. The host institution, after making accommodation for its own students, will determine the number of vacant student places in the course that could be filled without exceeding the acceptable limit on class size.
3. **The home institution will recommend** not more than this number of its students to the host institution, which will examine these students' qualifications for taking the course in question.
4. Students admitted to a course or courses will register under the procedures for unclassified students in the host institution, which will issue a transcript record of credit earned after the successful completion of the course.
5. The home institution will accept this credit in transfer under its own procedures, making it a part of the student's record at his or her home institution.
6. Students who have paid the tuition and fees of full-time students at their home institutions shall be exempt from further charges. Copies of their receipted fee bills should be accepted by the host institution in lieu of payment.
7. Part-time students shall not be exempt, but shall pay the tuition and fees required of unclassified students who take the same course at the host institution.

### **6.5.2 Tuition and Fees Authorized**

#### **VI. Cross Registration**

Tuition and fees for students who register for general tuition funded courses at multiple colleges within the Community College system shall be charged as follows:

- A. Full-Time Students - Students who have paid the tuition and fees of a full-time student at their "home" institution shall be exempt from further charges. Copies of the student tuition and fee receipt from the "home" institution should be accepted by the "host" institution in lieu of payment.
- B. Part-Time Students - The charges for students who have paid the tuition and fees of a part-time student at their "home" institution and register for additional courses at a "host" institution shall not exceed the applicable amount charged for a full-time student, if the student's combined registration at the "home" and "host" institutions would classify them as a full-time student. Copies of the student tuition and fee receipt from the "home" institution should be accepted by the "host" institution, and the "host" institution should charge the difference between the full-time charges for tuition and fees and the amount paid to the "home" institution as indicated on the "home" institution receipt. The "host" institution must notify the "home" institution of the multiple college registration. Any changes in student status which warrant a refund of tuition and fees will be based on the combined registration at the "home" and "host" institutions. Students who register at multiple colleges whose combined student status is less than full-time shall be charged as a part-time student for the semester credits registered at each of the respective colleges.