

TO Applicants to Cross Registration at Emory University

FROM: Cross Registration Coordinator, Emory University

Please read this information carefully –

It is our hope to avoid any confusion or miscommunication regarding the program guidelines for Cross Registration at Emory University. To help insure this, your **application can only be accepted with this cover letter signed and attached to your application.** The completed application and signed letter must be returned to your home school coordinator before the posted deadline date. Contact your home school coordinator for specific dates.

1. All communication concerning your cross registration must come through your home school coordinator. Applicants should not contact the Emory host school coordinator or Emory faculty prior to enrollment unless they have been given specific instructions in writing by the host school cross registration coordinator to do so.
2. Any student applying to the Cross Registration program at Emory University is accepted on a space available basis only. Permission to overload into a full or closed Emory course is not an option. We will make every effort to enroll you into your requested class. Please consider listing an alternate course in case your first choice is not available. You will not have the option to add or swap classes once your application has been processed.
3. Please be sure your application is complete and legible. Incomplete or unreadable applications will be returned to your home school coordinator. This delay may affect your enrollment. **Print your email address clearly – this is how we will contact you.**
4. Please direct all questions regarding your enrollment or closed classes to your home school coordinator. Please allow your coordinator to operate on your behalf with Emory University. Do not contact Emory University professors for enrollment information.
5. Emory University begins its semester later and therefore ends the semester later. Please be aware of your drop/add dates as well as Emory University drop/add dates. If you decide to cancel or drop the cross registered class, **YOU MUST NOTIFY BOTH YOUR HOME SCHOOL AND THE EMORY CROSS REGISTRATION COORDINATOR IN WRITING.** This can be done by e-mail.
6. The fact Emory University ends its semester later may affect some last semester seniors needing final grades for graduation clearance. We strongly recommend seniors not cross register their final semester. There is no expectation that grades will be available earlier than scheduled for any cross registered student.
7. Please do not assume that you have automatically been accepted into Emory's cross registration program when you submit the application to your home school. The Emory Cross Registration Coordinator will notify you (by email) of your status (enrolled or not enrolled) as soon as possible. Do not attend class at Emory University unless you have been confirmed in writing as enrolled by the Cross Registration Coordinator.
8. Have a back up plan in place at your home school in case your enrollment at Emory does not work out.
9. Directed Reading, Directed Research, Directed Study courses are not offered in the cross registration program at Emory University.

Please print your name and then sign your name. This assures us that you have read the Emory University guidelines on cross registration. This letter must accompany the application.

Print Name: _____ Sign Name: _____