*ELCA Seminaries*

*Cross-Registration and Grade Report*

**INSTRUCTIONS FOR STUDENT:**

1. Before completing forms, a student wishing to cross-register should verify that the desired course is being offered by referring to the most recent course schedules available on the secondary/host school’s website.

2. Forms should be completed and submitted to the registrar at your home school via your campus email account.

**INSTRUCTIONS FOR REGISTRAR:**

1. After approval at the school of primary/home registration, the application form shall be emailed to the registrar’s office of the school of secondary/host registration.

2. The Registrar at the school of secondary/host registration shall process the form and return it, approved, to the school of primary/home registration.

3. When the course is completed and the grade report is available, the Registrar at the school of secondary/host registration shall complete the Grade

Report and send it to the school of primary/home registration.

**TO BE COMPLETED BY STUDENT**

Please check for schedule revisions. Incompletes will be governed by the policies of the school of secondary/host registration. This form must be returned to your registrar via your campus email account. Please write “ELCA Seminaries Cross-registration” in the subject line.

Name Last

First MI

Street Address

City State Zip

E-mail address Telephone ( )

**School of PRIMARY/HOME registration**

**School of SECONDARY/HOST registration**

**Candidate for degree of**

**COURSE INFORMATION**

Year Course number: Title

Instructor:

Grade Option: Letter

Pass/Fail

Audit

Signature of Student – please type (Submission of form constitutes permission to

send grades to your school of primary/home registration)

**FOR OFFICE USE ONLY**

**Approval of Primary/Home Registration Approval of Secondary/Host Registration**

Signature of Registrar

Signature of Registrar

Date

Student ID

Date

Student ID

Course Dropped/Date

Course Closed

Course Cancelled

**GRADE REPORT**

Course Number

Grade Date

Comments:

Signature of Registrar