



Application for ARCHE Cross Registration

Office of the Registrar, 225 North Avenue, Atlanta, GA 30332-0315

Contact: tammy.dennis@registrar.gatech.edu or 404-894-4953

You must be a Junior, Senior or a Graduate student in good academic standing to participate in the ARCHE Cross Registration Program

All courses taken must be graded on a letter basis, excluding all pass/fail and audit listed courses

If you have never attended the following institutions, you are required to submit immunization documents:

Agnes Scott College

Brenau University

Clayton State University

Georgia State University

Kennesaw State University

Oglethorpe University

Southern Polytechnic State University

University of Georgia

University of West Georgia

Submit the completed application to the Registrar's Office in Room 104 of the Administration Building by the following dates

Spring Semester - November 17

Summer Semester - April 22

Fall Semester - July 12

Georgia Tech Cross Registration Program

- 1.** Complete the cross registration application. The application must be signed by your academic advisor or director of your major school.
- 2.** Submit the application to the Registrar's Office located in the Lettie Pate Whitehead Evans Administration Building, (Tech Tower), Room 104.
- 3.** The student is responsible for clearing all holds prior to the end of registration. Failure to do so will result in the student not being cross registered for the term. Please notify the Georgia Tech Cross Registration Coordinator when your hold is cleared.
- 4.** It is the responsibility of the student to verify registration. Prior to the end of registration, ask your instructor if your name is on the class roll. If your name is not on the roll, please contact the Cross Registration Coordinator before registration closes.
- 5.** Students are not allowed to pre-register. Cross Registration is on a space availability basis only. Confirmation of registration will be sent via email.
- 6.** When a student registers in a course at the host institution, that course will be added to the student's Georgia Tech schedule designating their enrollment. This course will be listed as audit and is only used for tuition and fees calculations and department use.
- 7.** Credit for Georgia Tech students will be handled as transfer credit and will not be used to determine GPA. However, credit will be considered as resident credit to satisfy the 36 hour regulation. Credit will be evaluated based on the equivalency table and published standard transfer policies of Georgia Tech.
 - Review the Georgia Tech Equivalency Catalog at https://oscar.gatech.edu/pls/bprod/wwtraneq.P_TranEq_Ltr
 - For further assistance, please contact the Georgia Tech Transfer Credit Department at 404-894-0997
- 8.** For all courses taken as an ARCHE cross registration student, the tuition and fees will be at the rate of the home institution and paid to the home institution.
- 9.** Students must be enrolled for a minimum of three credit hours at Georgia Tech the semester they intend to cross register. A maximum of two courses per semester may be taken through cross registration. The maximum total hours that can be taken via cross registration is 18 semester hours.

10. Please keep in mind that you are only allowed to cross register for courses that have been approved by your Academic Advisor and Cross Registration Coordinator. Please list any alternate courses on your application that you would like to be considered for in the event that a course is closed.

11. We strongly encourage you not to cross register during your graduation term. If you still choose to cross register, grades must be provided to the Georgia Tech Registrar's Office by noon the following Monday after commencement.

12. You must drop or withdraw from a course(s) by the Georgia Tech deadline date. You must follow all Georgia Tech's deadline dates. Please contact Tammy Dennis at 404-894-4953 or via email tammy.dennis@registrar.gatech.edu to drop a course(s) or completely withdraw and you will receive a grade of "W" on your transcript at the end of the semester.