Application for ARCHE Cross Registration
Office of the Registrar, 225 North Avenue, Atlanta, GA  30332-0315

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       Oglethorpe University
Brenau University         Southern Polytechnic State University
Clayton State University  University of Georgia
Georgia State University   University of West Georgia
Kennesaw State University

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 pre approved credits
   - If courses are not pre approved, please review information regarding how to request transfer credit not previously evaluated at http://www.registrar.gatech.edu/students/transfercredit.php
   - For graduate students seeking transfer credit, please review the following information at http://www.catalog.gatech.edu/students/grad/geninfo/transfercredit.php
   - For further assistance, please contact the Georgia Tech Transfer Credit department.
     - Last Name A-L Angie Williams - 404-894-4152 or angie.williams@registrar.gatech.edu
     - Last Name M-Z Sarah Farrar - 404-894-0997 or sarah.farrar@registrar.gatech.edu
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. Contact the Registrar's Office 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.