GPACU Guidelines & Cross-Registration Form

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UNIVERSITY OF NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

GPACU PARTNERSHIP

The University of New England is a member of the Greater Portland Alliance of Colleges and Universities (GPACU). This alliance provides cross-registration and other opportunities for eligible students.

GPACU ELIGIBILITY

UNE Students must:

- Complete and submit: UNE's Transfer Credit Approval Form **and** GPACU Cross-Registration Application
- Receive academic authorization from advisor **and** Registrar's Office.
- Course selected must meet eligibility requirements listed below.
- Must be registered for credits at UNE that are equal to or exceed number of credits through GPACU, with a maximum of **18** credits combined.
- Participate in GPACU only after completion of their first semester at UNE.
- Be in good academic standing.

Students at GPACU Institutions must:

- Meet the definition of matriculated student as defined by the student's college/university.
- Follow the GPACU procedures and complete GPACU cross-registration application.
- Meet any course prerequisites set by the college/university offering the course.
- Receive approval from the college/university offering the course, if required.

NON-ELIGIBLE COURSES

- **All courses are eligible for cross-registration except for:**
  - Non-credit courses and non-degree program courses
  - ROTC or Military Courses
  - Graduate or Professional Courses
  - Any courses outside of the normal academic year (e.g., summer, winter, inter-session)
  - Online Courses
  - UNE students only: courses currently offered at UNE.
    - The only exception is if course is needed to graduate and the course offered at UNE is full or has a time conflict with another course needed for graduation.

GPACU POLICIES

Enrollment

- Cross-registration cannot exceed three courses per year, and is limited to five courses per student's undergraduate studies.
- Enrollment for cross-registration is on a space available basis.

Add/Drop

- Add/drop policy of student's college/university apply.
- GPACU applications from other institutions will not be approved after UNE's add/drop period has closed.
- If the add/drop period at the host institution is open, UNE will allow its students to submit the approved GPACU application to the host institution for processing.

Withdrawal

- You may drop or withdraw from a course based on the policy and procedures of your home institution. Both institutions must be notified in writing of your intent to withdraw from the course.

Academic Calendar

- UNE's withdrawal and add/drop deadlines are published on the Academic Calendar.

Cross-Registration Form

- All students are required to complete the GPACU Cross-Registration Application. UNE students must also submit their Transfer Credit Approval form with their application.
- Incomplete forms will not be accepted and will delay processing times.

Purpose of Cross-Registration:

Cross-registration benefits students at Alliance member schools by expanding the number and kinds of courses available to them. Cross-registration supplements the course offerings at each member school, so that students may take courses that would not otherwise be available to them.

Eligibility:

Home Institution

- The student must meet the definition of "matriculated student" at the Home institution (including the cross-registered course).
- Students on formal exchange programs are considered matriculated if they meet the matriculation requirements of their Home institution.
- Be in good academic standing.
- Have approval of appropriate academic authorities at the Home institution.
- Not be a first-semester freshman.
- Meet all other requirements established by the Home institution.

Host Institution

- The student must follow Alliance procedures for cross-registration.
- Enrollment is on a space-available basis.
- The student must meet course prerequisites (or equivalents) set by the Host school.
- The student must gain approval from the appropriate academic authorities, if required by the Host institution.

Courses covered:

All courses are eligible with the following exceptions:

- Non-Credit courses and non-degree program courses.
- Graduate courses.
- Any course offered outside the normal academic year – e.g., summer, inter-session.

Response:

- After receiving your cross registration form(s), your home institution's registrar will process your application and forward it to the host institution for approval.
- In most cases, your home institution's registrar will notify you once the host institution processes your application. However, please check with your home institution registrar to confirm response method.

Tuition and Fees:

- Tuition is paid to your home institution.
- Course fees (for lab and/or materials) are paid to the host institution.
- Host institution service fees may be applicable. Consult with your host institution for further details.

Dropping or Withdrawing from a course:

You may drop or withdraw from a course based on the policy and procedures of your home institution. Consult with your home institution's registrar.

Other Limits:

- Each student is limited to three courses per year and a total of five courses over the period of the student's undergraduate studies.

Calendar Reminders:

- There are academic calendar differences among the GPACU schools.
- Students are expected to meet host institution calendar expectations (*i.e.* holidays and vacation periods may differ but students are expected to be in class at the host institution even if the home institution is not in session).
- Calendar differences may result in a wait of processing grades from the host institution. This may result in a delay in verifying the completion of the graduation requirements. Consult with your home institution's registrar about this.

Greater Portland Alliance of Colleges and Universities
Cross Registration Application Guidelines

STUDENT INFORMATION (to be completed by student)

Last Name:	First Name:	DOB:	Major:
Home Address:		Anticipated Date Of Graduation:	
City/State/Zip:	Phone Number: ( )	SSN:	
E-mail address:		Student ID:	

HOME INSTITUTION (to be completed by student)

☐	Kaplan University	☐	St. Joseph's College
☐	Maine College of Art	☐	University of New England
☐	Southern Maine Community College	☐	University of Southern Maine

COURSE (to be completed by student)

Course Title:

Instructor:	Course Meeting Time: (PLEASE FILL IN BELOW)

Dept. Symbol:	Course Number	Section	Credits	Lecture: Days/Time	Lab: Days/Time

Host Institution:	**Semester:** Fall 20_____ or Spring 20_____
☐ Kaplan University	☐ St. Joseph's College
☐ Maine College of Art	☐ University of New England
☐ Southern Maine Community College	☐ University of Southern Maine

PREREQUISITES (to be completed by student)

☐ I have met all prerequisites for this course (please list below)
_____

PROCESS (for office use ONLY)

Home Institution Certification:	**Host Institution:**
☐ Matriculated	☐ Student registered
	☐ Does not have faculty permission
☐ Non-matriculated employee	☐ Course not scheduled
	☐ Course cancelled
☐ Course will be audited	☐ Course oversubscribed
Student meets the following prerequisites as enumerated in the host institution's catalogue:	☐ Student registered on contingent basis, subject to completion of the following requirements:
_____	_____
Approval Signature_____ (Home Registrar) (Date)	☐ Other (Please Specify) _____

Home Institution:

☐ Registration is Complete	☐ Course dropped	☐ Withdrawn from course
(Registrar's Initials) (Date)	(Registrar's Initials) (Date)	(Registrar's Initials) (Date)

*** I have read and agree to the guidelines governing the Greater Portland Alliance of Colleges and Universities (available in the Registrar's office at your home institution or online at www.GPACU.org).

Student Signature: _____   DATE:_____

Academic Advisor Signature: _____   DATE: _____
(If Required)

Host Instructor Signature: _____   DATE:_____
(If Required)