



Cleveland Institute of Art

Cross-Registration

Statement of Policy:

Subjects not offered at CIA or not available at a suitable time may be available at another college in the area. CIA has agreements with other area colleges that enable matriculated, full-time students in good standing to take one course per semester during the academic year at any one of these colleges as part of their full-time load (minimum of 12 credits at CIA and a maximum of 18 total credits including credits at the other college) at no additional cost. Permission is granted by the college offering the course on a space-available basis. Credits are transferrable to CIA, provided they meet CIA degree requirements and have a grade of “C” or better. See the Registrar for cross-registration procedures. To date, CIA has cross-registration agreements with Case Western Reserve University, John Carroll University, Cleveland Institute of Music, Cleveland State University, and all campuses of Tri-C. Other agreements are underway, so ask the Registrar if you have any questions.

Cross-Registration Procedure for CIA students:

Step 1. CIA students who after determining what course for which they are cross-registering, must obtain a Cross-Registration Form from the CIA Registrar’s Office. This form specifies the college, course, and course code of the class to be taken, and the CIA course requirement for which it is applying.

Step 2. The CIA Registrar’s Office verifies the student is in good standing (with GPA cumulative minimum of 2.0) and signs the form.

Step 3. It is the student’s responsibility to then take the completed form to the host college to register. Generally cross-registrants are accepted one or two business days before the first day of class at the host college. Cross-registrants must appear IN-PERSON, with valid ID. It is the student’s responsibility to check for the specific dates and procedures for each college.

Step 4. Upon successful completion of the course, the student must request an **official** transcript be sent to the CIA Registrar’s Office, indicating a grade of C or greater to be verified for transfer.

Step 5. The Registrar’s Office then notifies the student when the credit has been applied.

NOTES:

1. Participating colleges may have additional fees, prerequisites, and/or placement tests. It is up to the student to fulfill these requirements.
2. Each participating college gives enrollment priority to its home students, consequently, cross-registration is not guaranteed. The Cleveland Institute of Art is not responsible for participating college course closures. Please enroll at the earliest opportunity, to avoid the possibility of being closed out of a course.
3. Since cross-registration is not guaranteed, CIA students should consider participation in the cross-registration program prior to their last semester, to insure graduating on time.

Additional information and links for participating colleges (subject to change):

Case Western Reserve University cross-registrants should take the completed form to Case Undergraduate Studies in the Sears Building, Rm. 357.

The Case class schedule is here: <https://www.case.edu/registrar/registration/schedule-of-classes/>

CIM main website is here: <https://www.cim.edu/>

CSU cross-registrants should take completed form to the CSU Main Classroom Building, Rm. 116. The Main Classroom Building is located at E. 22nd St. between Euclid and Chester Avenues. The CSU guest portal to a searchable class schedule is here:

<https://campusnet.csuohio.edu/guest/stage.htm>

JCU class schedule is here: <http://sites.jcu.edu/registrar/pages/f-a-q/course-schedule-information/>

Tri-C accepts cross-registrants to any Tri-C campus; <http://www.tri-c.edu/enrollment-center/>.

Tri-C runs several sessions during each term, so students should check online with Tri-C for specific start dates. Tri-C requires cross-registrants to complete an online Visiting Student Application at least 3 business days prior to registration. The application can be found here:

<http://www.tri-c.edu/get-started/visiting-students.html>

Please note; Cross-registrants should NOT register online, as this will invalidate the cross-registration status, and result in the required payment and tuition and fees. CIA does not have the authority to override these charges.

Cross-Registration Course Withdrawal Procedure:

Should a CIA student find it necessary to withdraw from a cross-registered course, the student must follow these steps:

Step 1. Obtain the Cross Registration Drop Form from the CIA Registrar's Office, carrying the signature of the Registrar or Assistant Registrar certifying the withdrawal.

Step 2. Submit the completed form to the **host** college Registrar's Office, which processes the form. The **host** college will mail the completed form to the CIA Registrar's Office, indicating receipt of the student withdrawal.

NOTE: It is the CIA student's responsibility to complete the cross-registration drop form and submit it to the Registrar's Office of the **host** college by the withdrawal deadline of the **host** college.