



**Cleveland Institute of Art**

### Cross-Registration Procedure for Non-CIA students:

Students from participating colleges, who are matriculated, full-time students in good standing, may take one course per semester during the academic year at the Cleveland Institute of Art as part of their full-time load (minimum of 12 credits at the home college and a maximum of 18 total credits including credits at CIA) at no additional cost. Permission is granted by CIA on a **space-available** basis.

Students seeking to cross-register at CIA must firstly determine the course for which they will cross-register. The course schedule is posted on the CIA website here:

<http://www.cia.edu/student-life/student-services/registrar>

CIA holds no formal admissions process; however, the student must secure the permission of the class instructor, which is listed in the course schedule. An email is best for this.

CIA Faculty Directory is found online here: <http://www.cia.edu/directory>

This permission must be forwarded to the CIA Registrar's Office. Additionally the student must present IN-PERSON the completed cross-registration form from the home college.

NOTE: CIA carries a course fee per credit hour, currently \$70 per credit hour or \$210 per 3-credit class. This fee must be paid at time of enrollment, and is subject to change. CIA accepts cross-registrants during the Add/Drop period, which is typically the week before class, and the first week of class.