



**Cleveland Institute of Art**

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

Students from participating colleges (see list below) 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). Permission is granted by CIA on a **space-available** basis.

1. Students seeking to cross-register at CIA must first determine the course for which they will cross-register. The course schedule for the current and upcoming semesters is posted in the upper right-hand corner of the CIA Registrar's page here: <https://www.cia.edu/registrar>
2. Obtain permission from your home institution Registrar Office. A signed cross-registration form from them is needed to official enrolled in a course.
3. CIA holds no formal admissions process for cross-registrants; however, the student must secure the permission of the class instructor, which is listed in the course schedule. An email is best for this and this permission must be forwarded to the CIA Registrar's office ([registrar@cia.edu](mailto:registrar@cia.edu)) before or at the time of enrollment. CIA Faculty Directory is found online here: <http://www.cia.edu/directory>
4. Finally, the student must present IN-PERSON a print out of the **instructor email permission** and the **completed cross-registration form** from the home college to the CIA Registrar's office during CIA's Add/Drop period—the week before the semester starts and the first week of the semester.
5. Along with the course you are requesting to enroll in you will also be enrolled in a Safety Lab course. This course is a pre-requisite for all CIA courses and needs to be completed within the first few weeks of the semester. It is normally a one day course for couple of hours during the first few weeks. If the course is not completed you will be dropped from the CIA course.
6. At the time of enrollment, the student will be required to pay the CIA course registration fee, currently \$80 per credit hour or \$240 per 3-credit class.

NOTE: Students who do not enroll during the Add/Drop period and/or do not pay the registration fee at the time of enrollment will not be able to cross-register.

PARTICIPATING COLLEGES: Case Western Reserve University, Cleveland Institute of Music, Cleveland State University, John Carroll University, Cuyahoga Community College (all campuses)