

Semester and Year _____

Home Institution ID Number _____

Crosstown Institution ID Number _____

Institution at which enrollment is sought: University of Memphis Rhodes CBU

Relationship _____ Phone Number _____

CRN	Dept	Course #	Section	Course Title	Credit	Course Equivalency/Credit

Registrar_____

Date _____

Copies of this form MUST be submitted to the Registrar's Office at both institutions in order to be registered for the semester. At University of Memphis, submit completed forms to crosstown@memphis.edu.

CROSTOWN STUDENT REGISTRATION INFORMATION

The Crosstown Enrollment Program offers students enrolled at University of Memphis, Rhodes College, Christian Brothers University, and LeMoyne-Owen College the opportunity to enroll in a select number of courses not offered at their home institutions.

Christian Brothers University provides opportunities for Rhodes College students to enroll in certain science, engineering, and education courses. **Rhodes College** provides opportunities for CBU students to enroll in language and literature courses taught in the Department of Modern Languages and Literatures, the Department of Ancient Mediterranean Studies and the Department of Religious Studies.

Rhodes College offers University of Memphis students the opportunity to register for Russian courses. **University of Memphis** provides Rhodes College students the opportunity to register for Arabic, Japanese, Portuguese, and Italian classes as well as the opportunity to register in Aerospace Studies (Air Force ROTC), Military Science (Army ROTC), and Naval Science (Navy ROTC) classes.

University of Memphis offers Christian Brothers University and LeMoyne-Owen College students the opportunity to register in ROTC courses.

Students may not enroll as crosstown students when the home institution offers the needed courses, and the courses can be included in the student's schedule. This agreement does not include summer school courses.

The following policies govern student enrollment in the Crosstown Enrollment Program:

1. In order to participate in the Crosstown Enrollment Program, a student must be enrolled full-time at the home institution. The cooperating institution at which the student seeks to enroll is identified as the "host institution".
2. A fully completed Crosstown Registration Form must be submitted to the crosstown institution in order for registration to be complete.
3. All Crosstown Enrollment courses are offered on a space-available basis. Course availability will be determined at the close of the registration period for the appropriate semester held during the preceding semester. Such dates are determined by the registrars at the cooperating institutions. If the course is determined not to have available space at the close of the subsequent Drop/Add period, an enrolled crosstown student may be asked to drop the course for which Crosstown Enrollment has already been accepted. For this reason, any student considering Crosstown Enrollment should register for a full-time course load at the home institution. The instructor of the crosstown course makes the final determination regarding availability.
4. Crosstown Enrollment students are responsible for the full tuition and fees charged by their home institutions. No additional tuition is charged for the crosstown courses.
5. No waivers of course prerequisites will be granted for crosstown students. Students must also be aware of and plan for the unusual demands and planning required of crosstown students.
6. The crosstown student will be registered for the crosstown course at the home institution although the actual course will be conducted on the other campus. The student is also registered for the course at the host institution in order for grades to be issued. The appropriate registration form must be completed fully in order to be registered for the course. There is no online or web registration for Crosstown Enrollment courses.
7. The crosstown course is treated as if it were being taught at the home institution; it is not transfer credit.

Grades earned are reckoned in the home institution's calculation of grade point averages, and it will appear on the student's transcript as a course offered by the home institution. There will be no "plus/minus" grades awarded for courses taken at Christian Brothers University.

8. A crosstown student is expected to meet the course requirements in exactly the same fashion as students from the home institution in terms of the semester start and end times, daily class schedules, drop/add and course withdrawal dates, final examinations, and other time-related aspects the course. Students must be aware that the academic calendars of the two institutions do not always coincide and deadlines and dates will vary.
9. Student conduct and performance in the courses will be subject to the academic and disciplinary policies of the institution at which the course is actually taught as well as those of their home institutions. See the Code of Student Rights and Responsibilities for the University of Memphis.
10. The Crosstown ROTC Agreement between University of Memphis and Rhodes is in effect beginning 2018-2019, and the Crosstown Foreign Language Agreement between University of Memphis and Rhodes is in effect beginning 2020-2021.
11. The Crosstown ROTC Agreement between University of Memphis and C.B.U is in effect.
12. The Crosstown ROTC Agreement between University of Memphis and LeMoyne-Owen College is in effect beginning 2019.

State of Tennessee Immunization Notification

The State of Tennessee mandates that The University of Memphis provide information concerning the Hepatitis B infection to all students entering The University of Memphis for the first time. The law does not require that you receive the Hepatitis B immunization for enrollment. The Meningitis vaccine is not required but is strongly recommended for students living off-campus. Student Health Center urges students to be immunized.