



Advising and Career Center  
 University of Wisconsin Parkside  
 900 Wood Road, P.O. Box 2000  
 Kenosha, Wisconsin 53141-2000

### Permission to Cross-Register at Carthage College

PRINT LEGIBLY

|   |  |
|---|--|
| <b>Name:</b>  | <b>UW-P Student ID#:</b>                   |
| <b>Phone:</b>   | <b>UW-P Email:</b><br><br>@rangers.uwp.edu |
| <b>Major:</b>   | <b>Total Credits Earned:</b>               |
| <b>Term:</b> Fall                  Spring                                     | <b>Academic Year:</b> 20__                 |
| <b>Enrolled in _____ # of credits at UW-P for the term indicated above. *</b> |  |

I would like to enroll in the following course(s) at Carthage College for the above term:

| Carthage College Course Information   |       |         |
|---|-------|---------|
| Course Numbers  | Title | Credits |
|   |       |         |
|   |       |         |
| <i>The Carthage College course listed above is being taken as an equivalency to the following UW-Parkside course or meets the UW-Parkside degree requirement noted below.</i> |       |         |
| UW-Parkside Course Information  |       |         |
| Course Numbers  | Title | Credits |
|   |       |         |
| <b>Degree Requirement:</b>  |       |         |
| <b>Reason for the Request:</b>  |       |         |

My signature verifies that I have read and agree to the policies and guidelines.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Departmental Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director of Advising:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Cross-Registration at Carthage College Policy and Guidelines

### UW-Parkside Students Requesting Permission to Register at Carthage College:

- Must be enrolled as a FULL-TIME student (minimum of 12 credits) **at** UW-Parkside for the intended registration term.
- May only cross-register for FALL or SPRING semesters. SUMMER and WINTERIM not eligible.
- The Permission to Cross-Register at Carthage College form is completed by student. Student secures the required signatures for approval.
- Must have the approval of the UW-Parkside Director of Advising and Career Center. If the Carthage College course is to be used to fulfill a requirement in the students major, minor, or certificate, approval from the Department Chair is also required.
- Students must complete the Carthage Adult Education Program application by logging on to:  
<https://www.carthage.edu/forms/continuing-studies/admissions/>
- After completing the online application, submit your unofficial transcript electronically to [transfer@carthage.edu](mailto:transfer@carthage.edu) or in person at Carthage College Admissions, 430 Lentz Hall. Please allow 2 business days for your online application to be processed before bringing your transcript in person.
- Maximum 6 credits allowed. \*Students who register for a total number of credits over 18 (combined UW-Parkside and Carthage College) credits will be assessed the appropriate overload fees. Contact the UW-Parkside Cashiers Office for additional information.
- Any student wanting to take a language course at Carthage College will need to complete an online placement test prior to registration. Additional information will be sent after the application and transcripts are received.
- Students must request Official transcripts be sent from Carthage College to UW-Parkside at the completion of the term. If transcripts are requested in person there is no charge for the transcript. If ordered on-line, then there is a transcript fee.
- Please note that the term start and end dates may be different at Carthage College than those at UW-Parkside. Students are responsible for starting and ending the term at each campus.

Students are responsible for securing a parking permit at Carthage College. There will be an additional parking permit fee. Refer to the following web site for Carthage College parking: <https://www.carthage.edu/campus-security/parking-map/>

**Keep this page for your information.**