Permission to Cross-Register at Carthage College

PRINT LEGIBLY

Name: ____________________________  UW-P Student ID#: ____________________________

Phone: ____________________________  UW-P Email: ____________________________

Major: ____________________________  Total Credits Earned: ____________________________

Term: Fall  Spring  Academic Year: 20___

Enrolled in _____________ # of credits at UW-P for the term indicated above. *

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

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Title</th>
<th>Credits</th>
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*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.*

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UW-Parkside Course Information

Degree Requirement:

Reason for the Request:

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 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.