

Cross Registration at UNH and KSC, and via the NHCUC Student Exchange Options and Protocols for Students

PSU students can take a course at the University of New Hampshire, Keene State College, or at one of the New Hampshire institutions that participate in the [NHCUC Student Exchange Program](#) (*special financial arrangement*). The purpose of cross registration is to allow the student to take a course or two elsewhere as part of their PSU schedule. Cross registration is not intended to be a replacement for numerous PSU courses but a way to expand interests or catch up.

Complete information as noted below must be at the registrar's office ***no later than one month before the course begins***. Plan early, watch your PSU email account for next steps, resolve any holds, and be aware that the add, drop, and withdrawal periods differ across the institutions.

To enroll under a cross registration agreement, the student (and any involved advisor, faculty, or staff) will begin with the PSU registrar's office. At no time should the other school be contacted directly.

- ✓ *If the one month window is missed, the student will be informed and if they are still interested in taking the course, they will need to pursue the enrollment on their own as traditional transfer credit.*

In all cases:

- ✓ If the course is being offered at PSU, the student must take the course at PSU. If the course is regularly offered at PSU, the student must meet with their advisor to plan for enrolling in the course at PSU.
- ✓ The UNH/KSC/NHCUC course must have an equivalent course at PSU ***and*** count toward the student's degree requirements.
- ✓ For the student to enroll, the UNH/KSC/NHCUC course must have space available and be eligible for cross registration as determined by the host institution. The host institution reserves the right to deny the request.
- ✓ The student must have all required pre-requisites completed and officially on their PSU record before registration in the UNH/KSC/NHCUC course will be requested.
- ✓ The UNH/KSC/NHCUC course will be graded as if it were a PSU course (see [Grading Policies](#)) and will be included in GPA calculations, credits attempted, and repeat processing, and, credits earned if a passing grade is earned.

Cross registration has two options:

- It is available at [UNH and KSC](#) for fall and spring terms. Winterim and summer enrollment is an option with the permission of UNH. KSC does not participate in cross registration for winterim or summer.
- It is available through the [NHCUC agreement](#) is available for undergraduate students only. Students may take up to two face-to-face courses in a fall or spring semester at a participating institution to transfer the course back to PSU per the agreement enrollment form (see the *Transferring Credits to Plymouth State University* section of the [academic catalog](#) for additional details). On a rare occasion, a student may also spend a semester at one of the participating schools.

Steps:

- 1) The student will begin the process by completing the [transfer credit request form](#) selecting which cross registration option they want to use, and submitting the form to the PSU registrar's office at psu-registrar@plymouth.edu.
- 2) Once the form has been submitted to the PSU-registrar's office:
 - a. The PSU course equivalency will be determined through regular policies and procedures.
 - b. The student will be connected with a person in the PSU-RO to begin the cross registration process.

- i. If the student selects to use the NHCUC exchange, they will be directed to the NHCUC enrollment form to read, complete, and submit. On this form, the student will select the host institution (e.g., Rivier University).
 1. The student is limited to one or two face-to-face courses in a fall or spring semester.
 2. To enroll in a course via this agreement, the student must be cleared academically (GPA), financially (no holds), and judicially (no conduct issues).
 - ii. If the student selects cross registration to UNH or KSC, the transfer credit request form is the only form needed.
- 3) The PSU registrar team will coordinate the process of student cross registration with their counterpart at the host institution.
- 4) The PSU-RO will create a section of the PSU equivalent course on the schedule to reflect the cross registration. *
 - a. The PSU-RO will register the student in the PSU course.
 - b. The PSU course will not have Canvas – students will use the LMS from the other institution.
 - c. PSU registrar team will:
 - i. Obtain clearance from other PSU offices on behalf of the student for NHCUC enrollment.
 - ii. Work with the host institution to get the student registered there.
 - iii. Obtain a transcript from the host institution for final processing and grading. This transcript is required to grade the course as it was taken at another institution.
- 5) The student is responsible for attending class and completing assignments.
 - a. If the student decides to drop or withdraw from the course, they follow the host institution's processes and deadlines.
 - b. The student is also responsible for notifying the PSU-RO psu-registrar@plymouth.edu as the course is co-registered at PSU and will need to be noted as dropped or withdrawn as well.
- 6) Tuition charges are folded into the student's PSU bill and follow PSU billing processes. Questions about financial aid should be addressed to SFS: psu-sfs@plymouth.edu.

**PSU has many 3 credit courses and as a result, if the equivalent course is 3 and the course at the host institution is 4, the student will have to be registered in an additional placeholder course at PSU to make up the difference in credits.*