

# Baltimore Student Exchange Program (BSEP) Cross-Registration Request Form Registrar's or Records Office

For additional information about the BSEP agreement and participating institutions, visit http://baltimorecollegetown.org/colleges/cross-registration/

YOUR INSTITUTION: Are you in ROTC?

#### **VISITING INSTITUTION:**

#### Guidelines

- Complete this form to request permission to take up to two courses per academic year at another (visiting) institution through the Baltimore Student Exchange Program (BSEP).
- Cross-registration is not available or valid for summer or intersession terms.
- First year students and Graduate students are **not** eligible to participate in BSEP.
- If this is your last semester before graduation, consult your registrar's or records office prior to submitting this form.
- Your signature verifies you have read and agree to adhere to the <u>academic calendar and policies</u>, including payment of any course related fees at the visiting institution, while participating in BSEP.

### **Instructions**

- 1. Complete sections one and two.
- 2. Secure <u>all</u> required signatures in sections two and three, per your institution's requirements (some institutions will accept email confirmations from faculty; check with your registrar's or records office).
- 3. It is your responsibility to obtain the appropriate signatures before submitting the form.
- 4. This form must be submitted to your registrar's or records office following the visiting institution's procedures, deadlines and policies.

SECTION	ON 1: Stude	ent Infor	mation						
Full Legal	Name:								
Last Previous Name Used on Academic Records:					First Preferred Name:			Middle	
Major:						i iciciica iv	anic.		
Address:									
City:	noil Addragg:				State: Zip C		Zip Code	):	
School Email Address:				Preferred Phone Number:					
Class Yea	r:	Stude	ent ID#:		Date of Birth (M-D-Y):				
Emergency Contact:				Conta	Contact Phone #:				
Have you ever been enrolled at the visiting institution?				ion?	Have you ever applied to the visiting institution?				
•	e registered for		•		edits):			_	
			· ·		,		•		
Total credits at home institution this semester:					Credits needed to graduate:				
SECTION	ON 2: Cour	se & Sen	nester Info	ormation					
VICITI	NC INSTITI	TTION (I	ist courses 1	hagad on w	our prio	rity 1 St thro	ough 4 <sup>th</sup> choice)		
		ì	ASI COUISES		•	-	ough 4 choice)		
Semester	& Year course	is offered:		Year	Year	:			
Priority	Department	Course	Section	Course	Title	Credits	Course	Pre-Req Met	
	Code	#	#				Schedule Day/Time	(if required)	
#1									
#2									
#3									
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Course Instructor Signature - Visiting Institution *Required for JHU/Peabody, MICA students if prerequisite is not satisfied.								
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	NSTITUTIO I	N EQUIVALE	ENCY (Completed by your institution's ac					
Priority	Department	Course	Course Title	Department or Dean				
	Code	#		Signature (Loyola or				
				TU students)				
#1								
#2								
#3								
#4								
*Your sign	nature verifies yo		<b>nstitution</b> ) agree to adhere to the academic calendar and p siting institution while participating in BSEP.	olicies, including				
	Student Signature  *Required for all students							
Required	for an students							
	c Advisor Signa for Goucher III		ola, MICA, Morgan, Notre Dame, Stevenson,	Date and UR students				
required	Tor Godeller, vi	10, 1 <b>00</b> 00 <b>0</b> 0, 209	ota, mieri, morgan, mone Bune, stevenson,	and ob statemes.				
Faculty/N	Date							
*Required	for JHU-Engine	eering students.						
Academic Advising & Support Center Signature *Required for Loyola students.								
Special A	Special Approval Signature							
*Required	for UMBC ROT	ΓC students.						
SECTIO	ON 4: Regist	rar's or Reco	ords Office (Your Institution)					
BSEP Coordinator Signature *Required for all students.								
required	ioi un students.							