

CROSSREGISTRATION
FORM

For students at South Carolina State University, Claflin University and Orangeburg Calhoun Technical College.
NOTE: This form must be used by all students of the institutions listed above who wish to crossregister, whether or not the courses are taken under the "tuition-free" charge policy. See reverse side for policies, limitations and instructions.

Home Institution

Host

C H E C

SCSU	CU	OCTC
------	----	------

Instructions to the Student

1. Complete the Cross-Registration Form on the reverse side. Please print clearly.
2. Make sure that have your Chairperson's approval and that your home Registrar approves this form before taking it to the Dean and Registrar of the host institution.
3. When you register at the host institution, remember that you must pay any special fees, such as laboratory fees, to the Finance Office.
4. You must abide by policies and schedules of the host institution regarding grades, exam dates, absences, withdrawal guidelines, etc.



CLAYTON
UNIVERSITY

Office of the Registrar

Request for Information

a

cc: e

Information	Response
i	
ii	

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

University Policy 300.06
COURSE SUBSTITUTIONS AND EXEMPTIONS

Responsible Administrator: Provost the Chief Academic Officer

Responsible Office: Office of the Provost and Office of Enrollment Management

Originally Issued: April 2019

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum.

Statement of Purpose

course substitutions and or exemptions.

Applicability

This policy applies to all students at Claflin University.

PROCEDURES

Under exceptional circumstances a substitution may be granted.