

## SUNY Cross Registration

SUNY Cross Registration provides SUNY students with access to courses at other SUNY campuses in order to promote timely degree completion. In addition, it provides the opportunity for students to combine courses from multiple SUNY campuses for purposes of financial aid awards. More information about SUNY Cross Registration can be found [here](#).

### Maritime College Policy

- SUNY Cross Registration is available for Fall and Spring semesters only.
- Maritime does not participate in SUNY Cross Registration (neither as home or host institution) during Summer or Winter terms. However, students can still pursue taking courses through standard visiting/non-matriculated student procedures.
- Only courses unavailable to a student at Maritime College in a particular term will be approved for SUNY Cross Registration (e.g., the course is not being offered, there are no seats available, or it conflicts with another required course).
- Student must be within one year of graduation or demonstrate that delaying the course would result in increased time to degree completion (beyond the normal time for their degree).

### Instructions

#### *Maritime Students*

Please follow the instructions below if you are a Maritime student that wishes to enter a Cross Registration agreement with another SUNY campus.

- Obtain approval to take the course Off Campus via the **Off Campus Course Request Form** and submit to the Office of the Registrar. This requires approval/signature of the Department Chair of the course or Academic Dean.
- Submit your request via the **SUNY online application** (<https://www.suny.edu/crossregister>).
- Register for the course(s) at the other SUNY campus. Students are responsible for following through with their registration at the other institution by their applicable dates/deadlines and adhere to their related policies. Note: this may require that you provide a Certificate of Residence if taking a course at a Community College.
- Report any enrollment changes in the course to both Maritime College and the *Host* institution.
- Upon completion of the course, ensure the “host” institution sends SUNY Maritime a transcript reflecting your final grade. The course will be treated in accordance with SUNY Maritime’s *Transfer Credit Policy*.

### *Visiting Students*

Please follow the instructions below if you are a degree-seeking student at another SUNY campus who wishes to enter a Cross Registration agreement by taking a course at Maritime.

- Consult your home institution's policies to determine if you will be approved to take the course.
- Submit your request via the **SUNY online application** (<https://www.suny.edu/crossregister>).
- Upload your transcripts from your home institution to Maritime for applicable prerequisites, etc. to be reviewed.
- Ensure your registration gets processed. The student must adhere to Maritime's registration and withdrawal dates/deadlines and policies.
- Report any enrollment changes in the course to Maritime and your *Home* campus.