



HECC Cross Registration User's Guide

2006-2007

For
Students, Faculty and Staff at
The Ohio State University

Prepared by
The Office of the University Registrar
The Ohio State University
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Introduction

The Higher Education Council of Columbus (HECC) is an association of eleven colleges and universities located in the greater Columbus metropolitan area. As a service to students at the participating institutions, the Council approved a cross-registration program for **regularly enrolled undergraduate full-time students (12 or more credit hours)**. **The objective of the cross-registration program is curriculum enrichment, exposing students to an area of study that is unavailable on their home campus. This means, there should not be a comparable course equivalent available to the student at OSU.** The student is able to take advantage of areas of study unavailable at OSU without having to complete an extensive admissions process or pay additional instructional fees at the host institution. Cross-registration is **NOT** available, under any circumstances, during the Summer Quarter at any institution. The participating HECC institutions are:

Capital University
Central Ohio Technical College
The Columbus College of Art and Design
Columbus State Community College
DeVry Institute of Technology
Franklin University
Mt. Carmel College of Nursing
Ohio Dominican College
The Ohio State University
Otterbein College
The Pontifical College Josephinum

To assist students, faculty and staff at The Ohio State University, the Office of the University Registrar has developed this HECC cross-registration user's guide to provide an overview of the procedures and registration process for this program.

Prohibited Registration Practices

OSU students should not attempt to circumvent HECC registration rules. Students are not permitted to "switch" to HECC if they have already enrolled for the class at the host institution. These students will be prohibited from registering via HECC and expected to pay host institution fees. When extenuating circumstances exist, the student must submit an explanation from his/her Academic Advisor and approval from the college secretary or designee.

An OSU student cannot be enrolled and paying at OSU and another HECC institution and participate in the HECC Cross-registration Program. Rationale: If you are an enrolled and paying student at both institutions, you do not qualify as a "visiting" student for HECC cross-registration purposes. If you are an enrolled paid, OSU student who is concurrently attending another HECC institution, you may not return to OSU to take a course under the auspices of the HECC program. Once you have scheduled and paid for courses at OSU as a visiting student, you have automatically rendered yourself ineligible for the HECC program.

The total number of hours an OSU student may schedule during the quarter, to include HECC, may not exceed the maximum number of credit hours authorized by the student's OSU college of enrollment.

Student Eligibility

- HECC cross-registration is available to undergraduate OSU students who are at a **paid, full-time status** (*registered for 12 or more credits prior to HECC registration*) **for the quarter in which they are cross-registered**. Full-time status must be maintained at OSU throughout the refund period for that quarter (not including the cross-registered class) to remain an HECC registrant at the host school. If an OSU student drops below full-time in OSU coursework during the refund period, s/he must withdraw from the HECC program and pay the host school directly for the cross-registration course to maintain enrollment in that class.
- OSU students are limited to **one** HECC cross-registration course per quarter (Autumn, Winter or Spring Quarters only) with a limit of three total courses in the life of their undergraduate studies.
- Cross-registration is **not** available, under any circumstances, during the Summer Quarter at any institution.
- Cross-registration is **not** available to students who have been academically dismissed from The Ohio State University.
- Graduate students at OSU are not eligible to register for courses through the HECC program.
- Students cross-registering for an EMS course at Columbus State Community College must receive permission from the instructor prior to HECC registration.

Course Availability

The philosophy of cross-registration is that HECC students will fill what would otherwise be empty spaces in classes after general registration has occurred at participating schools. **In order for an OSU student to cross-register a course, an open space must be available after the host school's student population has registered for classes.** Each host institution determines its own HECC registration time frame. Due to the timing of the HECC registration period for OSU students at host schools, it is possible that a particular section or entire course could be closed by the time an OSU student attempts to register using the HECC program. If a student feels s/he "must" register for the course in question and cannot risk being closed out due to space limitations, the student may want to investigate other options (registering and paying fees directly as a "special" student at the host school) rather than use the HECC program. Thus, because space guarantees cannot be made by registration time, required courses for a student's major or for graduation purposes are discouraged from HECC cross-registration. **Again, the intent of the cross-registration program is curriculum enhancement only.** In other words, no comparable OSU course equivalent should be available to the student at OSU. When extenuating circumstances exist, the student must submit an explanation from his/her Academic Advisor and approval from the college secretary or designee.

Cost of the Program

The major benefit of the program is that the student will not pay tuition costs for the additional cross-registered course at the host institution. A student may be charged, however, for other enrollment-related fees such as lab fees, parking fees, etc. The host school will determine these fees. The student **MUST** be prepared to pay the fees at the time of registration at the host institution.

Course Credit

The regular course grading option for HECC coursework is **by traditional letter grade only**. All HECC coursework taken at a host institution will be converted to quarter-hours once it is posted to the student's OSU record.

Individuals participating in HECC as visiting students to OSU will not receive "K" (transfer) credit for HECC courses. Upon matriculation at OSU, credit for this class will be computed as OSU **graded credit** on your student record.

Grade Reporting

Courses taken at a host institution through the HECC program are treated as if they were taken at OSU (with some slight modifications). HECC coursework is not "converted" to transfer credit (or "K-credit"). Once a student is confirmed as an HECC registrant for a term, "HECC 397" is posted to the student's current OSU schedule. The amount of credit given for the HECC 397 class is equivalent to the amount taken at the host school (semester credit will be converted to a quarter credit equivalency). At the end of the term, the host school automatically forwards an official grade to the Office of the University Registrar. The student does not need to request a transcript be sent for the HECC course. The letter grade for the cross-registered class is then posted directly to the HECC 397 class that appears on the student's schedule. The letter grade **will be** calculated into the student's OSU grade-point average (unlike traditional transfer credit). The HECC 397 class will remain on the student's permanent record.

The host's course will not be directly articulated into an OSU course on the student's record. A record comment is posted to the student database to identify which class was taken at the host school through the HECC program. This record comment is posted to the student database **RCOM** screen. The comment will print on the student's official transcript. It will appear at the bottom of the transcript under the title "Record Comments". The comment will include the quarter of cross-registration, the host institution utilized, the course number, and the course title **as it is recorded at the host school**. Since the intent of cross-registration is curriculum enhancement, there should be no course equivalency at OSU for the cross-registered course. It is up to the student's academic advisor and/or college office to determine how the HECC class will be utilized in the student's academic program. No grade or transcript of the cross-registration course will be available from the host institution.

HECC Registration Process for OSU Students

1. An OSU student needs to meet with his/her academic advisor well in advance of the quarter s/he would like to participate. The student and advisor complete an HECC Study Plan. This document confirms what course will be taken at the host institution and how it will be used in the student's program of study at OSU. **Signatures of the student, academic advisor, and the college secretary are required on the Study Plan.** Student's are advised to review course offerings and time slots before meeting with an advisor.
2. The student contacts the Office of the University Registrar at (614) 292-9330 to make an HECC registration appointment with one of the Registration Counselors/Staff Assistants. The student appointment is scheduled during the applicable HECC registration time frame posted in this guide (**no exceptions to this time frame will be permitted**). The student must bring his/her approved HECC Study Plan and ID to the registration appointment. The Registration Counselor/Staff Assistant will confirm the student's eligibility for cross-registration. The student must be at a paid, full-time status at OSU for the quarter in question. The Registration Counselor/Staff Assistant will confirm that space is available in the course. If the student is eligible and space remains open in the class, the student will complete an HECC registration form with the counselor. All cross-registration must be done **in person** at OSU and the host school; telephone approval is not possible.
3. **The student must take the registration form directly to the Registrar's Office at the host school to finalize registration and pay any miscellaneous course fees.** Students are not fully registered until they have completed registration processing at the host institution.

As it is the host school's prerogative to accept cross-registrants, **retroactive HECC cross-registration after the host school's registration period has closed is not permitted under any circumstances.**

Withdrawing from an HECC Course

Students are prohibited from withdrawing from the HECC class or the HECC program by using BRUTUS or by requesting a withdrawal through an academic advisor.

- To withdraw from an HECC class, the student must **first complete an HECC Drop Form with a Registration Counselor/Staff Assistant** in the Office of the University Registrar at OSU (an appointment is strongly encouraged).
- The completed withdrawal form is **then submitted to the host school's Registrar's Office for final processing.** The student must comply with the withdrawal date established at the **host** institution.

If an OSU cross-registrant has a concern about withdrawing from an HECC course, s/he must contact the Office of the University Registrar immediately.

Program Contact Information

If you have questions concerning the HECC cross-registration program, please contact a Registration Counselor/Staff Assistant at the following address, phone number, or e-mail address:

**Office of the University Registrar
The Ohio State University
320 Lincoln Tower
1800 Cannon Drive
Columbus OH 43210
Phone: (614) 292-9330
E-mail: recept320@osu.edu**

HECC STUDY PLAN

HECC Cross-Registration is an opportunity for undergraduate students to study at a participating institution while enrolled full-time at Ohio State and receive Ohio State credit and grades for that work. **THE OBJECTIVE OF THIS PROGRAM IS CURRICULUM ENRICHMENT; THEREFORE CROSS-REGISTRATION IS ONLY PERMITTED FOR COURSE WORK NOT AVAILABLE AT OHIO STATE.**

Requirements: Cross-registration is offered **AU-WI-SP Quarters only**. Student cannot be registered for course at host institution prior to HECC registration. Written permission of Advisor, College Secretary, Ohio State Registrar, and host institution Registrar is required. Students are limited to one course per term and a total of three courses during their undergraduate studies. Students will pay full-time Ohio State fees, as well as any laboratory fees, parking fees, etc. charged by the host school. Empty seats must remain in the course at the point of registration. Participating schools:

397.01	Capital University	397.06	Ohio Dominican College
397.02	Columbus College of Art and Design	397.07	Otterbein College
397.03	Columbus State Community College	397.08	Central Ohio Technical College
397.04	DeVry Institute of Technology	397.09	Pontifical College Josephinum
397.05	Franklin University	397.10	Mt. Carmel College of Nursing

_____ has approved _____
(OSU College Office) (Student Name and Social Security Number)

to cross-register at _____ for _____ Quarter/Semester credit hours
(Host Institution) (# amount)

during _____ Quarter/Semester _____. This cross-registered course is listed as _____ at
(AU, WI, SP) (Year) (host's course name & #)

the HECC host institution, but will appear on the student's record as HECC 397._____.
(select one above)

The above course should represent a program of study currently unavailable at OSU. The grade assigned by the host institution's instructor will be reported on the student's academic record. The grade will be included in the student's total credit and GPA calculation. The host's course name and number will be recorded on the student's RCOM screen. This cross-registered course will be used towards the student's degree program and as:

(e.g. Free Elective, GEC, Major Requirement, etc.....)

I have explained in detail the requirements for the HECC Cross Registration program by reviewing the 2006-2007 HECC Cross Registration User's Guide with the student prior to signing this Study Plan.

(Advisor's Signature) (Date)

(College Secretary's Signature) (Date)

I have read and understand the **2006-2007 HECC Cross Registration Study Plan**. I understand this Study Plan **may be accepted or denied** dependent upon my college office's recommendation, space availability and registrar's final approval. I understand that I **must remain at a paid, full-time status (a minimum of 12 cr hrs, excluding this course)** at OSU through the refund period for the quarter listed above. I understand I **may be charged fees** such as laboratory fees, parking fees, etc., as determined by the host institution. I further understand that **I am responsible for meeting the host institution's registration and withdrawal deadlines.**

(Student's Signature) (Date)

Upon college office approval, you must contact: the Registrar's Office, 320 Lincoln Tower, 292-9330.