



Cross
Registration
Handbook
2023-2024

Art Academy of Cincinnati

Address: 1212 Jackson St.
Cincinnati, OH 45202

Contact Person: Alex Siebert, Registrar
Phone: (513) 562-8749
Fax: (513) 586-0483
Email: registrar@artacademy.edu
Web: [https://www.artacademy.edu/registrar/Course Catalog](https://www.artacademy.edu/registrar/Course%20Catalog)

Procedures:

1. Email Registrar at registrar@artacademy.edu OR
2. Call: 513-562-8749.
3. Students should contact Registrar by email or phone prior to registration to see if class is filled.

Fees: Lab Fee: As appropriate

Additional Information: Course pre-requisites will be discussed with students prior to registration

Registration: Consortium students should contact the Registrar to determine how best to register (phone, email, or in-person)

2023- 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 28, 2023
Dates/times for cross registration	April 19- August 18, 2023
Last date to drop with refund	End of 1st week of classes - 100% End of 2nd week of classes - 75% End of 3rd week of classes - 50% End of 4th week of classes - 25% Refund only applies to Tuition

Spring 2024

Classes Begin	January 16, 2024
Dates/times for cross registration	November 17, 2023 - January 8, 2024
Office Closed for Holidays	December 22, 2023 - January 1, 2024
Last date to drop with refund	End of 1st week of classes - 100% End of 2nd week of classes - 75% End of 3rd week of classes - 50% End of 4th week of classes - 25% Refund only applies to Tuition

Art Academy of Cincinnati (cont.)

Summer 2024

Classes Begin

June 3, 2024

Dates/times for cross registration

April 23 – May 24, 2024

Cincinnati State Technical and Community College

Address: 3520 Central Parkway
Cincinnati, OH 45223

Contact Person: Karen Magness-Lewe, Registration Supervisor
Main Campus Room 105 ATLC Building
Phone: (513) 569-1528
Fax: (513) 569-1883
[Send an E-mail](#)
Cincinnati State website is: <https://www.cincinnati-state.edu/registrar/>

- Procedures:**
1. **Complete a Non-Degree Seeking Application online (www.cincinnati-state.edu).** If you are a first-time registrant or have not attended Cincinnati State for over four semesters. Students must complete the Non-Degree Seeking Application prior to registering for classes.
 2. At time of registration go to www.cincinnati-state.edu using the WEB to register (if personal data is complete in the system and a login/password have been issued). If you have taken classes within the last four semesters and personal data has changed, please go to MyServices, and make changes under MyProfile. Follow all GC3 registration rules. NOTE that Cincinnati State has a prerequisite policy, however as non-degree seeking students you are exempt. The registrar's office will still need to place an override approval, when applicable, for the course enrollment. This may be done via email. **Please send to: karen.magness-lewe@cincinnati-state.edu**
 3. Questions may be addressed by email, phone, or in-person to the Office of the Registrar, Room 105, ATLC Building. Office of the Registrar office hours are **Monday through Friday 8:00 AM to 4:30 PM**. Email is: ro@cincinnati-state.edu. The phone number is 513-569-1522.
 4. Pay any fees applicable. Students may pay any charges on the WEB. If you should have a past due balance, please email the cashier office at cashier@cincinnati-state.edu.
 5. If you should decide to either drop or withdraw from the course, please do it online or in the Office of the Registrar during the appropriate time frame.
 6. Cincinnati State has an enforced attendance policy. Please see the syllabus for the course for attendance policy specifics. A student may not withdraw from a class they have not attended.

Cincinnati State Technical and Community College (cont.)

Fees: Students must pay all applicable fees by bill payment due date. Fees include: Lab fees as appropriate; Distance Learning Fee (when appropriate); **supplemental fees when appropriate,**

Additional Information: **Cincinnati State Students Cross-Registering at other Institutions:** A degree seeking student at Cincinnati State wanting to attend another GC3 institution must complete a Permission to Register Off-Campus form prior to requesting a cross consortium form. All approvals must be in place prior to submitting to the Office of the Registrar.

Students from other Institutions Cross-Registering at Cincinnati State: A student wanting to attend Cincinnati State from another GC3 institution must bring their cross-consortium form with them or attach in an email. Host students must follow all standards as any student attending Cincinnati State. **Special permissions are not given nor are special entry requirements waived for GC3 students.** Courses requiring instructor consent must be sought and received (approvals are given through electronic approval or by signature on a registration form).

Cincinnati State has implemented mandatory prerequisite checking. As a non-degree seeking student at Cincinnati State these will be waived.

2023 – 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 28, 2023
10-week Classes begin	October 2, 2023
Dates/times for cross registration (on time)	May 1, 2023 – August 27, 2023
Last date to drop with refund	
<ul style="list-style-type: none"> • regularly scheduled classes 	September 3, 2023 (100%) September 10, 2023 (50%)
<ul style="list-style-type: none"> • 10-week classes 	October 7, 2023 (100%) October 9, 2023 (50%)
Payment Due Date	September 3, 2023 (regularly scheduled classes) October 7, 2023 (ten-week classes)
First date to withdraw	
<ul style="list-style-type: none"> • regularly scheduled classes • 10-week classes 	September 11, 2023 October 10, 2023

Cincinnati State Technical and Community College (cont.)

Last date to withdraw

- regularly scheduled classes November 27, 2023
- 10-week classes December 2, 2023

Classes end

December 16, 2023

Grades available (tentative)

December 20, 2023

Dates College closed:

Labor Day Holiday – September 4, 2023
 Veteran’s Day Holiday - November 10, 2023
 Thanksgiving Holiday - November 22 – 26, 2023
 Winter Break - December 23, 2023 – January 1, 2024

Spring 2024

Classes Begin

January 16, 2024

10-week Classes begin

February 20, 2024

Dates/times for cross registration (on time)

November 6, 2023 – January 15, 2024

Last date to drop with refund

- regularly scheduled classes
January 22, 2024 (100%)
January 29, 2024 (50%)
- 10-week classes
February 25, 2024 (100%)
February 27, 2024 (50%)

Payment Due Date

January 22, 2024 (regularly scheduled classes)
 February 25, 2024 (ten week-classes)

First date to withdraw

- regularly scheduled classes January 30, 2024
- 10-week classes February 28, 2024

Cincinnati State Technical and Community College (cont.)

Last date to withdraw

- regularly scheduled classes April 15, 2024
- 10-week classes April 20, 2024

Classes end May 4, 2024

Grades available (tentative) May 8, 2024

Dates College closed: Martin Luther King Holiday - January 15, 2024
 President's Day Holiday February 19, 2024
 Spring Break Holiday
 (College open March 13-15; college closed March 16-17)

Summer 2024

Classes Begin May 13, 2024

10-week Classes begin June 3, 2024

Dates/times for cross registration (on time) April 1, 2024 – May 12, 2024

Last date to drop with refund

- regularly scheduled classes May 19, 2024 (100%)
May 26, 2024 (50%)
- 10-week classes June 8, 2024 (100%)
June 10, 2024 (50%)

Payment Due Date May 19, 2024 (regularly scheduled classes)
June 8, 2024 (ten-week classes)

First date to withdraw

- regularly scheduled classes May 27, 2024
- 10-week classes June 11, 2024

Cincinnati State Technical and Community College (cont.)

Last date to withdraw

- regularly scheduled classes July 27, 2024
- 10-week classes July 29, 2024

Classes end

August 10, 2024 (ten-week classes)
August 17, 2024 (full semester)

Grades available (tentative)

August 14, 2024 (ten-week classes)
August 21, 2024 (full semester)

Dates College closed:

Memorial Day Holiday - May 27, 2024
Juneteenth Holiday - June 19, 2024
Fourth of July Holiday - July 4, 2024

Please Note

The dates listed above are for regularly scheduled courses taught during a specific term. Courses taught under a flexibly scheduled time frame vary by course. Please verify dates by reviewing your registration statement. If questions, please contact the Office of the Registrar. **Dates are subject to change.**

Gateway Community and Technical College

Address:

790 Thomas More Parkway
Edgewood, KY 41017

525 Scott Street
Covington, KY 41011

500 Technology Way
Florence, KY 41042

Contact Person:

Andre Washington
Phone: (859)442-4176
Fax: (859)3GO-GCTC
andre.washington@kctcs.edu
Web: www.gateway.kctcs.edu

Procedures

1. View semester offerings and course descriptions at <http://www.gateway.kctcs.edu>
2. Complete Gateway admission application https://students.kctcs.edu/psc/stdsaprd/EMPLOYEE/SA/c/COMMUNITY_ACCESS.K_OLA_LANDING_FL.GBL?&Campus=GTW&
3. Send completed GC3 Cross Registration form to andre.washington@kctcs.edu

Fees:

Lab Fees: As appropriate

Additional Information:

Course pre-requisites will be discussed with students prior to registration.

Registration:

Consortium students will be enrolled once the GC3 Cross Registration form received.

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin

August 14, 2023

Dates/times for cross registration

August 1-14, 2023

Last date to drop with refund

August 20, 2023 - 100%
September 11, 2023 - 50%

Gateway Community and Technical College (cont.)

Spring 2024

Classes Begin	January 8, 2024
Dates/times for cross registration	January 2-14, 2024
Last date to drop with refund	January 14, 2024 - 100% February 5, 2024 - 50%

Summer 2024

Classes Begin	May 13, 2024
Dates/times for cross registration	May 1- May 12, 2024
Last date to drop with refund	May 14, 2024 - 100% May 21, 2024 - 50%

God's Bible School & College

Address:	1810 Young Street Cincinnati, OH 454202
Contact Person:	Kent Stetler, Registrar Phone: (513)721-7944 Fax: (513)763-6649 Send an E-mail Web: www.gbs.edu Registrar@gbs.edu
Procedures:	<ol style="list-style-type: none"> 1. View semester offerings at www.gbs.edu/course-schedule and course descriptions at catalog.gbs.edu 2. Provide basic information for us through our consortium application at https://www.gbs.edu/gc3-apply/ 3. Email the signed GC3 electronic registration form to GBSC Registrar (registrar@gbs.edu)
Fees:	Lab Fees: As appropriate
Additional Information:	Course pre-requisites will be discussed with students prior to registration.
Registration:	Email the signed GC3 electronic registration form to GBSC Registrar (registrar@gbs.edu)

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 21, 2023
Dates/times for cross registration	June 1, 2023 – August 25, 2023
Last date to drop	September 1, 2023
Last day to withdraw	November 3, 2023

Spring 2024

Classes Begin	January 9, 2024
Dates/times for cross registration	December 1, 2023 - January 12, 2024
Last date to drop	January 23, 2024
Last day to withdraw	April 5, 2024

Good Samaritan College of Nursing and Health Science

Address: 375 Dixmyth Ave
Cincinnati, OH 45220

Contact Person: Suzan Francis, Registrar
Phone: (513) 862-2744
Fax: (513) 862-3572
suzan.francis@email.gscollege.edu

OR

Suzanne Fegelman, Associate Registrar
Phone: (513) 862-2493
Fax: (513) 862-3572
Suzanne.Fegelman@email.gscollege.edu

OR

Registrar@email.gscollege.edu

- Procedures:**
1. Send the completed GC3 Cross Registration Form to the Registrar's department by email. Direct any questions to the Registrar's department by email or by phone.
Office Hours: M-F, 9:00 am - 3:30 pm
Summer Hours may vary. Call first to make sure someone is available to assist you.
 2. If approved the Registrar's department will send a non-degree seeking student application and an information packet which includes resource information, parking information, and badge access information.

Fees: Science Lab Fee: \$90

Additional Information: Course pre-requisites and seat availability will be discussed with students prior to registration.

Registration: Consortium students will be registered by the Registrar.

Good Samaritan College of Nursing and Health Science (cont.)

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin	September 5, 2023
Dates/times for cross registration	May 5, 2023 – September 1, 2023
Last date to drop with 100% refund	September 8, 2023

Spring 2024

Classes Begin	January 8, 2024
Dates/times for cross registration	November 6, 2023 - January 5, 2024
Last date to drop with 100% refund	January 12, 2024

Summer 2024

Classes Begin	May 6, 2024
Dates/times for cross registration (all sessions)	March 18, 2024

All dates are subject to change. Please contact the Registrar with any further questions.

Hebrew Union College - Jewish Institute of Religion

Address: 3101 Clifton Ave.
Cincinnati, OH 45220

Contact Person: Mrs. Monisha Ringler, Associate Registrar
Phone: (513) 487-3054
Fax: (513) 221-2531
[Send an E-mail](#)

Registration Procedures:

1. Courses available are graduate level only.
2. Because of language-proficiency requirements in some courses, students must have the permission of the instructor to take any course at HUC-JIR.
3. Consortium students must register via email with mringler@huc.edu.

Fees: None

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 21, 2023
Dates/times for cross registration	April 17, 2023 – September 1, 2023
Last date to drop with full refund	September 1, 2023

Spring 2024

Classes Begin	January 16, 2024
Dates/times for cross registration	November 20, 2023 - January 16, 2024
Last date to drop with full refund	January 16, 2024

Miami University

Address: One Stop, Nellie Craig Walker Hall, Oxford, OH 45056

Contact Person: Cody Pergram, Assistant Registrar
Tonya George, Student Services Technician
[Send an E-mail](#)

301 S Campus Ave. Oxford, OH 45056
Phone: 513-529-8701
E mail: registrar@miamioh.edu

Procedures:

1. Undergraduates complete all forms and registration at the One Stop Service Center, Nellie Craig Walker Hall.
Hours: 8 am-5 pm. Summer: 7:30 am-4:30 pm.
2. Graduates must provide evidence of their highest degree. Statement from Registrar of home institution.

Fees: Lab fees: As appropriate

Additional Information: **Registration Requirement:** Students must be full-time at their home institution during the Fall or Spring term; or enrolled for at least one summer term course at the home institution before registering at the host institution. Part-time students must be enrolled for a minimum of six hours during the Fall or Spring term and enrolled for at least one summer term course at the home institution.

GPA Requirement: The minimum GPA requirement is 2.00 or higher for undergraduates and 3.00 or higher for graduate students.

Since registration is on a space-available basis, registration at Miami University does not guarantee you a space in a course. Students at the host school usually have priority over consortium students.

Registration: At Miami University, all consortium students register in person at the One Stop Service Center, Nellie Craig Walker Hall. Once registered, students can view their registration, financial account, and access other services through Miami's web portal: <http://mymiami.miamioh.edu/>

Miami University (cont.)

Fall 2023

Classes Begin	August 28, 2023
Dates/times for cross registration	July 1 - August 30, 2023 8:00 am - 4:00 pm
Last date to drop with refund (100%)	August 30, 2023

Winter 2024

Classes Begin	January 2, 2024
Dates/times for cross registration	September 5, 2023 - January 4, 2024 8:00 am - 4:00 pm
Last date to drop with refund (100%)	January 4, 2024

Spring 2024

Classes Begin	January 29, 2024
Dates/times for cross registration	November 28, 2023 - January 29, 2024 8:00 am - 4:00 pm
Last date to drop with refund (100%)	January 29, 2024

Summer 2024

Please contact Miami University for [summer schedules](#)

Course list: <http://www.miamioh.edu/courselist/>

Miami University-Regionals

- Address:** 1601 University Blvd.
Hamilton, OH 45011
- Contact Person:** Mia Sanders, Regional Director Enrollment Operations & One Stop
Mosler Hall
Phone: (513) 785-3117
- Procedures:**
1. Standard Miami University forms and procedures are used.
 2. Come to the Regional One Stop Office, Mosler Hall, Hamilton Campus or Johnston Hall, Middletown Campus.
Hours: 8 am - 6:00 pm M; 8am- 5pm Tuesday thru Friday
Summer: 8 am - 5:00 pm M-Th; 8 am-4:30pm F
- Fees:** Lab fees: As appropriate
- Additional Information:** Students may register for any class that has space available. Select classes require permission from corresponding department chairs.
- Registration:** Forms can be sent via email to RegRec@MiamiOH.edu or submitted in person to the Regional One Stop.

2023-2024 Cross-Registration Dates

Fall 2023

Cross - Registration available April 25, 2023

Winter 2024

Cross - Registration available May 2, 2023

Spring 2024

Cross - Registration available November 14, 2023

Summer 2024

Cross - Registration available December 1, 2023

**Students may contact the Regional One Stop for registration in late spring sprint courses up to the day before the start of the sprint term.*

Mount St. Joseph University

- Address:** Academic Advising Resource Center and Registrar's Office, Conlan Center
5701 Delhi Road
Cincinnati, OH 45233-1670
- Contact Person:** Mary Mazuk
Phone: (513) 244-4828
Fax: (513) 244-4201
Send an E-mail mary.mazuk@msj.edu
- Procedures:**
1. Enter Administration Building Entrance - Conlan Center, Academic Advising Resource Center, ADM 101 **Office Hours are Monday through Friday from 8:30 am until 4:30 pm. Hours are subject to change, please call ahead 513-244-4213.**
 2. Students can complete the entire cross-registration process in the Conlan Center. The MSJ registration form and the Cross Registration Form from the home institution are required.
- OR
1. Complete the Non-Degree Seeking Registration form on msj.edu.
 2. Email mary.mazuk@msj.edu to confirm submission of form.
- Fees:** Lab and Course Fees - as appropriate; published in each term's Schedule of Classes; paid to the Student Administrative Services, Conlan Center.
- Additional Information:** Student parking is in West Lot, at the corner of Bender Rd. and Delhi, next to the Administration Building.
- Registration:** Consortium students may scan the GC3 form and send to mary.mazuk@msj.edu. The student must provide proof that prerequisites have been met.

2023 - 2024 Cross-Registration Dates

Fall 2023

- Classes Begin**
- August 28, 2023 (Standard Day/Evening)
 - August 28, 2023 (Accelerated Plan A1)
 - August 28, 2023 (Accelerated C1)
 - September 5, 2023 (Accelerated PlanA2)
 - October 21, 2023 (Accelerated Plan C2)
 - October 23, 2023 (2nd half online courses)
- Dates/times for cross registration**
- Through August 18, 2023
Office Hours are Monday through Friday from 8:30 am until 4:30 pm. Hours are subject to change, please call ahead 513-244-4213.

Mount St. Joseph University (cont.)

Last date to drop with 100% refund

August 25, 2023
Before first meeting (Accelerated Format)

College Closed

September 4, 2023 (Labor Day Holiday)
October 13, 2023
(Mid Semester Holiday)
November 22 - 26, 2023
(Thanksgiving Break)
December 25, 2023-January 1, 2024
(Christmas)

Spring 2024

Classes Begin

January 16, 2024 (Standard Day/Evening and Plan A1)
January 16, 2024
(Accelerated Plan A1 & C1)
January 22, 2024 (Accelerated Plan A2)
March 9, 2024 (Accelerated Plan C2)
March 18, 2024 (2nd half online courses)

Dates/times for cross registration

November 17, 2023 - January 12, 2024
Office Hours are Monday through Friday from 8:30 am until 4:30 pm. Hours are subject to change, please call 513-244-4213.

Last date to drop with 100% refund

January 12, 2024
Before First Meeting (Accelerated Format)

College Closed

January 15, 2024 (Martin Luther King, Jr. Holiday)
February 23, 2024
(Mid Semester Holiday)
March 11 - 16, 2024 (Spring Break- no classes, except online; offices remain open)
Friday, March 29 - Monday, April 1, 2024
(Easter Break)

Mount St. Joseph University (cont.)

Summer Session I 2024

Classes Begin

May 12 – June 23, 2024

Dates/times for cross registration

February 17, 2024 - May 19, 2024
Office Hours are Monday through Friday from 8:30 am until 4:30 pm. Hours are subject to change, please call ahead 513-244-4213.

Last date to drop with 100% refund

Before first meeting

College Closed

May 27, 2024 (Memorial Day Holiday)
June 19, 2024 (Juneteenth)
July 4, 2024 (Independence Day)

Summer Session II 2024

Classes Begin

July 8 – August 16, 2024

Dates/times for cross registration

February 17, 2024 – July 3, 2024
Office Hours are Monday through Friday from 8:30 am until 4:30 pm. Hours are subject to change, please call ahead 513-244-4213.

Last date to drop with 100% refund

Before first meeting

Northern Kentucky University

Address:	Nunn Drive Highland Heights, KY 41099
Contact Person:	Randy Kowolonek, Student Service Agent Denzil Carter, Assistant Registrar, Service Lucas Administrative Center 301 Phone: (859) 572-5556 Fax: (859) 572-6094 E-mail: registrar@nku.edu
Procedures:	Visiting students who have not attended NKU previously through GC3, or have not participated in the GC3 program for either two years (undergraduate) or four years (graduate) must apply online first at https://www.nku.edu/apply.html . Students should then scan and e-mail the Cross Registration form they received at their home school to registrar@nku.edu . A representative from the NKU Registrar's Office will then try to enroll them into the class. A follow-up e-mail will then be sent to the student either to confirm they were successfully enrolled or not. If not, an e-mail will be sent to the student to explain to them why they could not be registered and how to address the registration issue.
Fees:	No Lab fees (except for private music lessons)
Additional Information:	None
Registration:	All registration requests should be made through e-mail at registrar@nku.edu .

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 21, 2023
Dates/times for cross registration	April 10, 2023, is the first day visiting students who are eligible to enroll into classes. The last day to add can vary depending on session, the dates of which can be found on our Academic Calendars page at https://inside.nku.edu/registrar/calendars/Fall-2023.html
Last date to drop with refund	The deadline to drop with a 100% or a 50% tuition adjustment varies, as it depends on the session the class falls under. Please check the Academic Calendar at https://inside.nku.edu/registrar/calendars/Fall-2023.html for details.

Northern Kentucky University (cont.)

Spring 2024

Classes Begin

January 8, 2024

Dates/times for cross registration

November 20, 2023, is the first day visiting students are eligible to enroll into classes. The last day to add can vary depending on session, the dates of which can be found on our Academic Calendars page at <https://inside.nku.edu/registrar/calendars.html>

Last date to drop with refund

The deadline to drop with a 100% or a 50% tuition adjustment varies, as it depends on the session the class falls under. Please check the Academic Calendar at <https://inside.nku.edu/registrar/calendars.html>

Summer 2024

Classes Begin

May 6, 2024

Dates/times for cross registration

April 8, 2024, is the first day visiting students are eligible to enroll into classes. The last day to add can vary depending on session, the dates of which can be found on our Academic Calendars page at <https://inside.nku.edu/registrar/calendars.html>

Last date to drop with refund

The deadline to drop with a 100% or a 50% tuition adjustment varies, as it depends on the session the class falls under. Please check the Academic Calendar at <https://inside.nku.edu/registrar/calendars.html>

The Christ College of Nursing and Health Sciences

Address:	2139 Auburn Avenue Cincinnati, OH 45219
Contact Person:	Susan Mack Phone: (513) 585-0365 Fax: (513) 585-3448 Send an E-Mail Web: www.thechristcollege.edu
Procedures:	Email Registrar's Office (Registrar@thechristcollege.edu) with completed form.
Fees:	Lab and Course fees as applicable.
Additional Information:	Check with the Registrar's Office or the Academic Calendar on Registration dates.
Registration:	Consortium students must have the Home Institution Registrar email the Cross Registration Form to the TCCNHS Contact person.

2023-2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 28, 2023
Dates/times for cross registration	June 26, 2023 – August 21, 2023
Last date to drop with refund	Last Day for 100% Refund September 1, 2023 Last Day for 75% Refund September 8, 2023 Last Day for 50% Refund September 15, 2023 Last Day for 25% Refund September 22, 2023 *Check the Academic Calendar for refund periods for 8-week courses.

Spring 2024

Classes Begin	January 8, 2024
Dates/times for cross registration	November 1, 2023 – January 8, 2024
Last date to drop with refund	Last Day for 100% Refund January 12, 2024 Last Day for 75% Refund January 19, 2024 Last Day for 50% Refund January 26, 2024 Last Day for 25% Refund February 2, 2024 *Check the Academic Calendar for refund periods for 8-week courses.

The Christ College of Nursing and Health Sciences (cont.)

Summer 2024

Classes Begin	May 6, 2024
Dates/times for cross registration	March 1, 2024 – May 1, 2024
Last date to drop with refund	Last Day for 100% Refund May 10, 2024 Last Day for 75% Refund May 17, 2024 Last Day for 50% Refund May 24, 2024 Last Day for 25% Refund June 3, 2024 *Check Academic Calendar for refund periods for 8-week courses.

Thomas More University

Address: 333 Thomas More Parkway
Crestview Hills, KY 41017

Contact Person: Chris Perkins, Assistant Registrar
Phone: (859) 344-3380
Fax: (859) 344-4044
[Send an E-Mail](#)

Procedures:

1. Bring your cross-registration form to our Registrar's Office. There will be a second form to fill out when you get there.
Office Hrs. 8:00am - 4:30pm
2. You will be billed by TMU for tuition and consortium fees. Lab fees and textbooks will be paid for through the host school.

Fees: Lab and Course fees as applicable.

Additional Information: None

Registration: Consortium students must register in-person.

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin

- Day/Evening August 14, 2023

Last Day to Add

- Day/Evening August 25, 2023

Last Day to Drop Without Record

- Day/Evening August 18, 2023

NOTE: Classes that do not meet for the full semester are on an Alternate Calendar. Check with the Registrar's office for dates regarding the specific course for the last day to drop without record, last day to change grading system and last day to withdraw with a passing grade. View the academic calendar here: <https://www.thomasmore.edu/info-for/new-current-students/academic-calendars/>

Thomas More University (cont.)

Winter Session 2024 (Counts towards Spring 2024 term)

Classes Begin

- Day/Evening December 11, 2023

Last Day to Add

- Day/Evening December 15, 2023

Last Day to Drop Without Record

- Day/Evening December 15, 2023

Spring 2024

Classes Begin

- Day/Evening January 8, 2024

Last Day to Add

- Day/Evening January 19, 2024

Last Day to Drop Without Record

- Day/Evening January 12, 2024

NOTE: Classes that do not meet for the full semester are on an Alternate Calendar. Check with the Registrar's office for dates regarding the specific course for the last day to drop without record, last day to change grading system and last day to withdraw with a passing grade. View the academic calendar here: <https://www.thomasmore.edu/info-for/new-current-students/academic-calendars/>

Summer 2024 – (may register up to the first day of class)

University of Cincinnati

Address: Cincinnati, OH 45221-0060

Contact Person: Kathy Fryman
Program Manager
[Send an E-Mail](#)

- Procedures:** **Effective Fall Semester 2019 the University of Cincinnati will allow GC3 Cross Registration only as follows:**
- Students enrolling in Air Force ROTC courses (AF 0000- AF 9999)
 - Students enrolling in Military Science ROTC courses (MS 0000- MS 9999)
 - Students enrolling in the following UC Band courses: **ENSM 2071** Bearcat Marching Band, **ENSM 2072** Bearcat Prep Band, **ENSM 2073** Bearcat Concert Band, **ENSM 2074** Bearcat Jazz Band I, **ENSM 2075** Bearcat Jazz Band II, **ENSM 2076** Bearcat Concert Band, **ENSM 2077** Advanced Bearcat Concert Band
 - Students from Hebrew Union College Jewish Institute of Religion participating in the joint PhD program with UC's Classics Department in Jewish and Christian Studies in the Greco- Roman Period
 - Students from Hebrew Union College Jewish Institute of Religion participating in the joint MA with the College of Law in Jewish Law and Ethics program.
 - Students enrolling in foreign languages other than French, German, or Spanish (Hebrew Union College students may enroll in any languages required by the joint programs)
 - Students from Miami University enrolling in MLSC 3031 Clinical Immunology I.
 - Cincinnati State students can take courses (limited to six credit hours in each term) at UC if:
 - Desired course(s) is not available at CS during the term the student wishes to enroll.
 - Desired course(s) is required for the student's program.
 - Students must be enrolled in equal or more hours at CS (home institution) than at UC (host institution).
 - Students must meet all prerequisites of the course at UC, meet UC's deadlines, and be accepted by UC for enrollment into courses.

Steps to Register:

- Begin the process with your home institution's Registrar's Office for details on how the GC3 process is administered there.
- If this is your first registration at UC, please complete a **Basic Data Form**. You will receive an email confirmation with your UC log-in credentials within three (3) business days.
- Email the completed **GC3 Cross Registration Form** to the Registrar's Office at registrar.info@uc.edu.
*This form can be sent at the same time as the Basic Data Form is submitted to expedite the process.
*If there are multiple sections of the class(es) for which you have been approved from your home institution, please include the 5-digit section number(s) in your email or make sure it is listed on your form.

University of Cincinnati (cont.)

*Per GC3 Policy: In each semester or term, full time students may take up to two (2) courses or six (6) credit hours at another institution, and half-time students may take no more than half of their credits at another institution in each term.

- Within three (3) business days, you will receive an email confirmation stating whether your cross registration has been approved. Approval is based on the following criteria:
 - *A Basic Data Form has been processed
 - *The class(es) listed on the Cross Registration Form meet the conditions listed above.
 - *Verification of home institution enrollment.
- **Once approved, please register yourself for the class(es) listed on your GC3 Cross Registration Form via Catalyst.**
 - *To register, you will need to complete all items in the “To Do List” on My Dashboard in Catalyst.
 - *If you are having trouble navigating Catalyst, you will want to visit **Catalyst Tips & Tricks** for further instructions.
 - *For registration errors (such as not meeting the prerequisites) the **Class Permission Procedures** page details what to do to gain permission to register.

Please note: The Registrar’s Office *cannot* approve prerequisites.

Fees: Any additional course-related fees (lab, ebooks, etc.)

Additional Information: Class permission is required if the course is closed, or class has prerequisites. Students must inform both schools if they withdraw from cross-registered classes. A transcript is automatically sent from UC to the home institution at the end of the term.

Registration: Students are responsible for registering for classes on their own once approved by the University of Cincinnati Registrar’s office.

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 21, 2023
Dates/times for cross registration	April 10, 2023- August 21, 2023

Spring 2024

Classes Begin	January 08, 2024
Dates/times for cross registration	November 20, 2023- January 08, 2024

University of Cincinnati (cont.)

Summer 2024

Classes Begin

May 06, 2024

Dates/times for cross registration

February 26, 2024-May 06, 2024

Wilmington College

Address: 1870 Quaker Way
Wilmington, OH 45177

Contact Person: Pam Baessler, Assistant Registrar
Office of Academic Records
Room 105 College Hall
Phone: 1-800-341-9318, extension 464
[Send an E-Mail](#)
Office Hours: 8am- 5pm Mon-Fri

- Procedures:**
1. Phone Wilmington College, Office of Academic Records, for information on class availability.
 2. Bring the completed GC3 Cross Registration Form to the Office of Academic Records, Room 105, College Hall.
 3. If the course is available, the Assistant Registrar will sign the form.

Fees: Course Fees: As appropriate

- Additional Information:** Wilmington Students Cross-Registering at other Institutions:
1. Visit the Office of Academic Records for a consortium registration form.
 2. The student meets with his or her advisor to review and receive approval of registration plans at the consortium institution.
 3. The student brings the signed form to the Wilmington College Records Office for review and approval from the Assistant Registrar.
 4. The student brings the form with signatures from the advisor and registrar to the registration center at the host institution to register for courses in accordance with policies for consortium registration at that institution.

Registration: Consortium students must register in-person.

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 21, 2023
Dates/times for cross registration	August 17- August 18, 2023
Last date to drop with refund	Check with Student One Stop
Office Closed for Holidays	December 22, 2023 – January 1, 2024

Wilmington College (cont.)

Spring 2024

Classes Begin	January 11, 2024
Dates/times for cross registration	January 9 - January 10, 2024
Last date to drop with refund	Check with Student One Stop

Summer 2024

Classes Begin	June 10, 2024
Dates/times for cross registration	When summer schedule is available
Last Date to drop with refund	Check with Student One Stop

Xavier University

Address:	3800 Victory Parkway Cincinnati, OH 45207-3351
Contact Person:	Shannon Gillie, Student Records Specialist gillies@xavier.edu 513-745-2972
Procedures:	For new students, please bring the GC3 Cross-Registration Form to the Registrar's Office, Musketeer Mezzanine, or email it to xureg@xavier.edu. Hours: 8:30 AM-5PM Monday – Friday
Fees:	Lab fees: As appropriate
Additional Information:	A student's ability to cross-register depends on the availability of the class requested.
Registration:	New and returning consortium students must register in person or email the GC3 Cross-Registration Form to the Office of the Registrar at xureg@xavier.edu.

2023 - 2024 Cross-Registration Dates

Fall 2023

Classes Begin	August 21, 2023
Dates/times for cross registration	During open registration. Please refer to the Academic Calendar

Spring 2024

Classes Begin	January 8, 2024
Dates/times for cross registration	During open registration. Please refer to the Academic Calendar

Summer 2024

Classes Begin	May 13, 2024
Dates/times for cross registration	During open registration. Please refer to the Academic Calendar