



LEHIGH VALLEY ASSOCIATION OF INDEPENDENT COLLEGES
CROSS REGISTRATION FORM FOR EMPLOYEES AND SPOUSES

Name: _____

Semester / Year- Fall _____

Date of Birth: _____ Gender: M ___ F ___

Winter _____

Spring _____

(DATE OF BIRTH IS REQUIRED FOR UNIQUE IDENTIFICATION)

Summer _____

Home Address: _____

Home Phone: _____ E-mail Address: _____

CHECK ONE: _____ Employee _____ Spouse _____

(If Spouse, list employee name)

INSTITUTION OF EMPLOYMENT: _____

COURSE INFORMATION May not be used for graduate level courses; one course per form

HOST INSTITUTION: _____ Session: _____ Add []

Requested Course: _____ Credit/Unit: _____ Drop []

CRN / Department / Course Number / Section / Title

POLICIES: A full-time employee (or his/her spouse) of a member institution of the Lehigh Valley Association of Independent Colleges may enroll in two (2) undergraduate courses each semester at any Association member Institution without paying tuition. Any special fees normally charged by the host institution to its employees (or their spouses) also will be charged to employees (or their spouses) of the other member institutions. Each host institution will determine whether or not the person making application qualifies for such purposes. Employees (or their spouses) from other institutions will be admitted only as space in the course desired is available after all regular students and employees (and their spouses) from the host institution have had an opportunity to register. NO independent study, tutorial, internship, audits, music lessons, other individualized instruction courses, or other exclusions as determined by the host institution are permitted through cross-registration. Please check with the host school registrar to verify if the special course or term is eligible for cross registration benefits. Online courses may be taken by eligible employees during fall/spring and summer sessions; summer fees apply (online course registration is not available to employee spouses).

Eligible employee/staff cross registration for summer term is available for the employee only. Eligible spouse and dependants may cross register for fall and spring regular term only. Such students are responsible for the appropriate tuition and fees during summer terms and will be billed directly by the host institution. Please note that employee/spouse final grades may be shared between Registrars Offices of LVAIC institutions.

I AGREE TO THE ABOVE POLICY:

Student Signature: _____ Date: _____

INSTITUTION OF EMPLOYMENT APPROVALS:

HUMAN RESOURCES DIRECTOR: _____ REGISTRAR: _____

(signatures of both are required)

HOME INSTITUTION APPROVALS: (Institution where student is enrolled in degree or other approved program)

Advisor: _____ Date: _____

Home Registrar: _____ Date: _____

Conditions: Major Credit _____ Minor Credit _____ Elective Credit _____ Other _____

HOME COURSE SUBSTITUTION: _____ Dept. Chair: _____

(Muhlenberg Degree Candidate Only)

HOST INSTITUTION APPROVALS: (Institution where student plans to take course)

Instructor: _____ (If required)

Registrar: _____ Date: _____