REQUEST FOR CROSS-REGISTRATION

Completed form must be submitted to OLLU Registrar’s Office two working days prior to registering/adding course.

Note: Student must adhere to the start and end dates of the other institution. Student is also responsible for notifying the Registrar’s office of any lab or extra fees associated with the course. If OLLU is later notified by the other institution of a fee, it will be charged to the student’s account.

Please Print:

Student Name: ___________________________ Student ID#: __________________

Phone # ________________________________ Circle Classification: FR SO JR SR GR

Institution attending (circle one):

Oblate School of Theology St. Mary’s University University of Incarnate Word

Term & Year: Fall _______ Spring _______ Summer I _______ Summer II _______

Course Information:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Semester Hours</th>
</tr>
</thead>
</table>

SEE BACK OF FORM FOR COURSES NOT INCLUDED IN CROSS-REGISTRATION; STUDENT MUST APPLY AT OTHER INSTITUTION TO TAKE THE COURSES.

Procedure for taking courses at Oblate, STM or UIW.

1. Complete a Request for Cross-Registration form and obtain authorized OLLU signatures.
2. Obtain signatures from the Chair of the Department or Dean of the School and Registrar’s Office from institution you will be attending. Be sure that the Registrar’s office keeps a copy.
3. Submit original copy of a Request for Cross-Registration form to the OLLU Registrar’s Office with registration approval form or add form for processing.

____________________________________________________________________________________

Student’s Signature Date

OLLU Authorized Signatures:

Adviser’s Signature/OLLU Date Request Accepted/Denied*

College/School Dean’s Signature/OLLU Date Request Accepted/Denied*

Registrar’s Signature/OLLU Date Request Accepted/Denied*

*Reason request has been denied: ________________________________________________________
____________________________________________________________________________________

Other School’s Authorized Signatures:

Chair of the Department or Dean’s Signature (Oblate, STM or UIW) Date Request Accepted/Denied*

Copy of form submitted to Registrar’s Office Date Request Accepted/Denied*

*Reason request has been denied: ________________________________________________________
____________________________________________________________________________________

Courses not included in cross-registration process:

Revised 10/12
a. Independent study courses and individual instruction
b. Doctoral-level courses and programs
c. Developmental (precollege), 1000 and 2000 level courses will not be available for cross-registration unless exempted from the restriction by the appropriate college or school dean from the institution to be attended. Such exemption may be for a specific student enrolled of for a course.
d. Weekend College courses at Our Lady of the Lake University
e. ADCAP courses at the University of the Incarnate Word
f. School of Law courses at St. Mary’s University