

Batten School & VIMS | Old Dominion University
Cross-Registration Request Form



The current exchange policy permits a limited number of graduate students who are enrolled in the Batten School of Coastal & Marine Sciences & VIMS, with their advisors' and dean's approval, to take elective courses in the College of Sciences and/or the Frank Batten College of Engineering and Technology at Old Dominion University and vice versa. Core curriculum requirements for the particular degree program must be taken at the home institution with no substitutions from the partner institution permitted. The tuition and fees are determined and retained by the graduate student's home institution.

Student Information:

FIRST NAME	LAST NAME	M.I.	HOME INSTITUTION	BANNER ID
MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE)			PHONE NUMBER	GENDER
SCHOOL EMAIL ADDRESS	CITIZENSHIP	INTERNATIONAL – ENTER VISA TYPE		DATE OF BIRTH

I request permission to take the course listed below at the HOST institution. I understand and agree to abide by the administrative rules and regulations of the HOST institution, including dates and deadlines, rules and regulations governing academic honesty, student conduct, and student discipline and add/drop/withdrawal policy, throughout the semester enrolled. By signing below, I authorize my educational records to be shared between the HOST and HOME institution.

Student Signature _____ **Date** _____

Course Details & Instructor Approval:

HOST INSTITUTION	COURSE ID (SUBJECT, COURSE NO. & SECTION)	CRN#	SEMESTER & YEAR OFFERED	
COURSE TITLE			CREDIT HRS	GRADE MODE
INSTRUCTOR NAME	INSTRUCTOR SIGNATURE	DATE		

I certify that the student is eligible to enroll in the course listed above, has completed all prerequisites for the course listed, and remains in good academic standing at the HOME institution.

Approvals		
Advisor at HOME Institution:		
MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-MAJOR ADVISOR NAME (IF APPLICABLE)	SIGNATURE	DATE
Registrar at HOME Institution:		
NAME	SIGNATURE	DATE
Dean at HOME Institution:		
NAME	SIGNATURE	DATE

The student has been registered for the above course as indicated.

Registrar at HOST Institution:		
NAME	SIGNATURE	DATE
STUDENT HOST INSTITUTION ID#	FINAL GRADE RECEIVED IN COURSE	GRADE SUBMISSION DATE