

Association of Chicago Theological Schools

CROSS-REGISTRATION AND GRADE REPORT

TO BE COMPLETED BY STUDENT

Please check for schedule revisions. Incompletes will be governed by the policies of the host school. This form must be returned to your registrar via your campus email account. Please write "ACTS Cross-Registration Form" in the subject line.

Student Name: Last [] First [] M [] Gender []

Street Address [] City [] State [] Zip Code []

Seminary Email (required) [] Daytime Telephone [] Birth Date []

Local Emergency Contact: Name [] Phone []

Home School []

Host School []

Candidate for degree of []

COURSE INFORMATION

Year []

Term:

Fall January/Winter Spring May Term at CTU

Summer (Only the following schools have reciprocal summer arrangements): BSSF, CTS, GETS, IPSL, LSTC, MTS, MLTS, NBTS, NPTS, TEDS (see p. 2)

Course number: [] Title []

Section [] Instructor [] Days [] Time []

Please indicate if this is a first or second BSSF Anglican Studies course.* (see p. 2)

Semester Hours [] Quarter Hours []

Grade option requested: Letter grade Pass/Fail Audit

(Submission of form constitutes permission to send grades back to your school of primary registration. See p. 2)

Signature of Student – please type

FOR OFFICE USE ONLY BELOW:

APPROVAL OF SCHOOL OF PRIMARY REGISTRATION:

[]

(Signature of Registrar)

Date [] Student's ID# []

Course Dropped/Date []

APPROVAL OF SCHOOL OF SECONDARY REGISTRATION:

[]

(Signature of Registrar; Dean's signature for Independent Study)

Date [] Student's ID# []

Semester Hours [] Quarter Hours []

ACTS Category []

Course Closed Course Cancelled Waitlisted Other: _____

GRADE REPORT

Date [] Course number [] Semester Hours Credit []

Grade [] (If grade of INC is chosen, please attach any corresponding Incomplete Form or enter new due date:

Signature of Registrar

INSTRUCTIONS FOR STUDENT:

1. Before completing forms, a student wishing to cross-register should verify that the desired course is being offered by referring to the most recent course schedules available in the ACTS catalog or on the secondary school's website.
2. Tuition for 3 or more cross-registrations into BSSF Anglican Studies courses is charged to the home school at BSSF tuition rates. Students are advised to consult the home school registrar to determine if any tuition over and above the home school's tuition rate for 3 or more BSSF Anglican Studies courses will be billed to the student by the home school.
3. Forms should be completed and submitted to the registrar at your home school via your campus email account.
4. The student hereby consents to the communication of the final course grade to the home school by agreeing that the Registrar at the host school will complete the grade section of this form and return it to the home school registrar by email. This consent serves as an acknowledgement of FERPA compliance with respect to communication of grades for cross-registered courses.
5. PhD students may only use this form to cross-register with an ACTS seminary that offers a PhD degree. PhD courses are offered at:
 - a. CTS 500 and 600-level
 - b. GETS 800 and 900-level
 - c. LSTC 500 and 600-level
 - d. TEDS 7500-level and above
6. Summer Term Only-
 - a. BSSF, CTS, GETS, IPSL, LSTC, MTS, MLTS, NBTS, NPTS, TEDS students: Regular cross-registration among these schools only.
 - b. Students at other seminaries who wish to take a summer course at any of the above seminaries should contact the registrar directly. Each seminary has its own policy on special student matriculation.
 - c. Students at any seminary who wish to take a Summer Institute course at CTU or a summer course at Mundelein should contact the seminary registrar directly. Each seminary has its own policy on special student matriculation.

INSTRUCTIONS FOR REGISTRAR:

1. After approval at the home school, the application form shall be emailed to the Registrar's Office of the host school.
2. The Registrar at the host school shall process the form as necessary and return it, approved or unapproved, to the home school.
3. When the course is completed and the grade report is available, the Registrar at the host school shall complete the Grade Report and send it to the home school.