

ELCA Seminaries Cross-Registration and Grade Report

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 on the secondary/host school's website.
2. Forms should be completed and submitted to the registrar at your home school via your campus email account.

INSTRUCTIONS FOR REGISTRAR:

1. After approval at the school of primary/home registration, the application form shall be emailed to the registrar's office of the school of secondary/host registration.
2. The Registrar at the school of secondary/host registration shall process the form and return it, approved, to the school of primary/home registration.
3. When the course is completed and the grader report is available, the Registrar at the school of secondary/host registration shall complete the Grade Report and send it to the school of primary/home registration.

TO BE COMPLETED BY STUDENT

Please check for schedule revisions. Incompletes will be governed by the policies of the school of secondary/host registration. This form must be returned to your registrar via your campus email account. Please write %ELCA Seminaries Cross-registration+in the subject line.

Name: Last _____ First _____ MI _____

Street Address _____

City _____ State _____ Zip _____

E-mail address _____ Telephone (_____) _____

Student's PRIMARY/HOME school: _____

School at which student wishes to take course(s): _____

Candidate at home school for degree of _____

COURSE INFORMATION

Year _____ Course number: _____ Title _____

Instructor: _____ Grade Option: Letter _____ Pass/Fail _____ Audit _____

Signature of Student- please type:

(Submission of form constitutes permission to
send grades to your school of primary/home registration)

FOR OFFICE USE ONLY

Approval of Primary/Home Registration

Signature of Registrar _____

Date _____ Student ID _____

Course Dropped/Date _____ Course Closed _____ Course Cancelled _____

Approval of Secondary/Host Registration

Signature of Registrar _____

Date _____ Student ID _____

GRADE REPORT

Course Number _____ Grade _____ Date _____

Comments: _____

Signature of Registrar _____