

SACHEM Cross-Registration Request

Name (Last, First, Middle): _____

Student ID (Home Institution): _____ Date of Birth (mm/dd/year): _____

Current U.S. Mailing Address: _____
City
State
Zip

Phone [Cell preferred]: (_____) _____ - _____ Email: _____

Home Institution (Where you are currently enrolled): _____

Host Institution (Where you would like to take a course): _____
Eligible institutions listed on back

Semester/Year of requested registration: _____

Subject/Number/Section/CRN	Title	Days/ Times	Credits	Home Institution Equivalent	Prerequisite met? (Y/N)
Alternate Selections					

I request registration in the above cours(es). I understand that I am responsible for adhering to policies and procedures at both the **Host** institution as well as my **Home** institution. **See reverse for additional information.**

Student Signature: _____ Date: _____

Home Institution - Academic Approval/Date
Home Institution - Registrar's Approval/Date

Host Institution - Approval/Date

Sent to Host Registrar _____ Received from Host Registrar _____ Student ID (Host Institution) _____
 Adjusted Database _____ Appropriate Staff Notified _____ Contacted Student _____

ADDITIONAL INFORMATION AND INSTRUCTIONS

Southeastern Association for Cooperation in Higher Education in Massachusetts (SACHEM) is a program which allows eligible full-time students to cross-register in courses at these institutions:

- Bridgewater State University
- Bristol Community College
- Cape Cod Community College
- Dean College
- Massachusetts Maritime Academy
- Massasoit Community College
- Stonehill College
- University of Massachusetts at Dartmouth
- Wheaton College

Regulations:

1. Students may cross-register for up to two courses a semester at any of the SACHEM institutions on a space-available basis.
2. To qualify, a student must be enrolled as a full-time degree-seeking student and be in good standing at their home institution.
3. Cross-registration is only available during the fall and spring semesters.
4. Each institution reserves the right to restrict cross-registration and may have courses not eligible for enrollment under SACHEM.
5. Tuition is covered within the students' full-time tuition charge at the **Home** institution; students are responsible for any additional fees when applicable (**check with the Host institution**).
6. Students are held to the add/drop/withdrawal and grading deadlines and policies of the **Host** institution.
7. By completing the cross-registration request, students authorize the **Host** institution to send the **Home** Institution Registrar a final transcript at the end of the semester of enrollment.

Procedures:

1. Contact the Registrar's Office(s) of the **Host** institution(s) for information on course offerings.
2. Complete the cross-registration form, ensuring any required approvals are received. Additional course information may be required, such as a course description or syllabus, before approving your selection.
3. Return the signed form to the **Home** institution Registrar.
4. The **Home** institution Registrar will send the form to the SACHEM coordinator of the **Host** institution, who will determine if there is space in the course, and identify any additional procedures required to complete registration. The **Host** institution will send a signed copy of the form back to the **Home** institution.
5. Once a final transcript is received from the **Host institution**, the course(s) will be posted on the **Home institution's** transcript as transfer credit*.

*Courses will transfer according to the transfer policy of the Home institution.