CROSS-REGISTRATION PROCEDURES
TUFTS UNIVERSITY STUDENTS

• Tufts University students should obtain a Cross Registration Petition
• The completed Cross-Registration Petition must be signed by your advisor (undergraduates only), Instructor, Tufts University Registrar’s Office and the host institution’s Registrar’s Office.
• A copy of the completed signed Cross-Registration Petition must be submitted to the Registrar’s Office at Tufts University as well as the host institution’s Registrar’s Office for official registration.

POLICY:
• Students must be enrolled full-time at Tufts University.
• Students may cross-register for only one course per semester.
• The cross-registered course should be taken for credit.
• Cross-registration is not available during summer semesters.
• Grades will be forwarded to Tufts University by the host institution at the conclusion of the semester.

Dropping a Cross-Registered Course:
Should a student wish to drop a cross-registered course, the student must first inform the instructor (and obtain the instructor’s signature, if required), go in person to the registrar’s office at the host school to drop the course and then bring a copy of the completed drop form to the Tufts University Registrar’s Office to finalize the drop process.

Note: Failure to drop the course properly may result in a negative notation on the student’s transcript.
Tufts University
Cross Registration Petition

DATE________________

STUDENT'S NAME__________________________________  ID#__________________

ADDRESS________________________________________________________________________
( Street )       ( Apt. # )
_________________________________________________________________________________
(City)     (State)   (Zip code)  (Telephone #)

UNDERGRADUATE ________________________    GRADUATE__________________

CURRENTLY ENROLLED IN_______________________________________________________
(YOUR UNIVERSITY, COLLEGE, OR SCHOOL)

I. TUFTS UNIVERSITY UNDERGRADUATE STUDENTS MUST HAVE APPROVAL OF THEIR
ADVISOR IN ORDER TO CROSS REGISTER.

Advisor’s Signature___________________________________    Date___________________

II. Cross Registering at:    Semester: Fall_______Spring________
(Year)      (Year)
( Check one)

___Boston College    Registering for courses:
___Boston University
___Brandeis University
___New England Conservatory of Music
___School of Nutrition
___Fletcher School of Law and Diplomacy
___Sackler School of Graduate Biomedical Sciences

___Other (specify)________________

Department____________________
Number___________Section_______
Title__________________________
Course Credit____________________
Instructor’s Signature________________
(AFTER THE FIRST DAY OF CLASS)

III. Signature of Host Registrar/Dean_____________________________________________

IV. Authorized Tufts’ Signature___________________________________________________

1st Copy: Host Registrar       2nd Copy: Student’s Registrar       3rd Copy: Student

TO THE STUDENT:
Please print and complete this form. You will need to have 3 copies of this completed form to give to Dowling
Student Services Desk. The student is responsible for making the copies.