



Wilkes University

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KING'S COLLEGE CROSS REGISTRATION FORM

STUDENT NAME _____ WIN (WILKES ID #) _____

STUDENT EMAIL _____ DOB _____ SEVIS # (if Applicable) _____

STUDENT ADDRESS _____

LOCAL PHONE # _____

COURSE NUMBER/SECTION _____ CREDITS _____

COURSE TITLE _____

INSTRUCTOR _____

TIME SCHEDULE _____ SEMESTER _____

_____/_____
COURSE DEPARTMENT CHAIR'S SIGNATURE / DATE _____ Approved _____ Denied

This course is equivalent to Wilkes course: _____

_____/_____
ADVISOR'S SIGNATURE / DATE _____ Approved _____ Denied

***PLEASE COMPLETE AND FORWARD TO THE WILKES UNIVERSITY REGISTRAR'S OFFICE.**

GUIDELINES:

1. Cross-registration requires the signed permission of the Chair of the Department in which the course would be offered at Wilkes University, and the student's Advisor. **Only courses not offered at Wilkes University are permitted for Cross-registration.** Exceptions to this must be approved by the course Department Chairperson.
2. Courses carry full credit and grade value, and are considered part of the student's regular course load. Grades for cross-registered courses appear on the Wilkes University transcript and are included in the Grade Point Average. No additional tuition charges will be assessed unless the student is carrying an overload (greater than 18 credits in one semester).
3. Students must register for cross-registration courses through the Registrar's Office at Wilkes University **at least two weeks prior to the start of class.**
4. Turning in this completed form to the Wilkes Registrar's Office does not guarantee your entry into the King's course. That is determined by seat availability. You will be notified if the course is filled and this cross-registration is denied by the other school's Registrar.