

The Higher Education Council of Columbus (HECC) has set up a system of cross registration for regularly enrolled, full-time undergraduate students at participating colleges and universities in and around Franklin County:

Capital University	registrar@capital.edu
Central Ohio Technical College	vrine@cotc.edu
Columbus College of Art and Design	skannenwischer@ccad.edu
Columbus State Community College	hecc@csc.edu
Franklin University	frank.yanchak@franklin.edu
Ohio Dominican University	mapirah@ohiodominican.edu
Ohio State University	registrar@osu.edu    ATTN: HECC
Otterbein College	jcervi@otterbein.edu

The primary objective of cross-registration is curriculum enrichment; that is, to allow a student to be exposed to an area of study unavailable to Columbus State without having to go through the more involved steps of admission to another institution as a transient or part-time student. Cross-registration allows a student seeking to enrich his/her educational experience to register at one of the other HECC member institutions on a space-available basis for certain credit courses not available at Columbus State. The other institutions begin accepting cross-registered students according to the dates listed on the other side of this document.

Specific requirements for you to participate in this program are listed below:

1. The student must be scheduled for and maintain a full-time course schedule (12 or more credit hours) at Columbus State for the semester in which they cross register and all fees must be paid prior to the appointment for initial registration to the program. If the student falls below full-time status, they will be required to withdraw from the cross-registered course also.
2. The student must be **at least a second semester student** in good academic standing (a 2.00 grade point average or better) to participate in the program.
3. Cross-registration is allowed during the Autumn, Spring and Summer semesters. It is limited to one course per semester, with a maximum of three cross-registered courses allowed during a student's degree program.
4. The student must make an appointment with the Columbus State HECC Representative in the Office of the Registrar during the dates listed on the back of this document for the institution and semester in which he or she is interested. There is a HECC Registration Form to be completed to begin the cross-registration process.
5. The student will need to follow the host institution's academic calendar for only the cross-registered course. It is the student's responsibility to make certain that the host institution's calendar, course schedule, course content and credit are compatible with their goals and Columbus State's requirements.
6. If the student must drop the cross-registered course, they must do so within the deadlines of the host institution. The student must contact the Columbus State HECC Representative to receive the appropriate HECC Drop Form and further procedural instructions.

Tuition for the cross-registered class at the host institution is paid for by HECC. Other enrollment related fees, such as application, matriculation, laboratory, or parking, may be charged, as specified by the host institution and is the responsibility of the student.

The grade for the course will be posted to only the student's Columbus State transcript. It will not appear on any information at the host institution. A student has the responsibility to check transferability of credits to another institution.

Please contact the Columbus State HECC Representative via e-mail at [hecc@csc.edu](mailto:hecc@csc.edu) if you have further questions.

# CROSS-REGISTRATION DATES FOR ALL HECC MEMBER INSTITUTIONS:

<b>Member Institution</b>	<b>Autumn 2022</b>	<b>Spring 2023</b>	<b>Summer 2023</b>
Capital University	08-17-22 to 08-24-22	12-12-22 to 01-11-23	05-02-23 to 05-09-23
Central Ohio Technical College	05-09-22 to 08-24-22	TBD	TBD
Columbus College of Art and Design	08-09-22 to 08-26-22	01-02-23 to 01-20-23	05-08-23 to 05-18-23
Columbus State Community College	08-14-22 to 08-26-22	01-02-23 to 01-13-23	05-15-23 to 05-26-23
Franklin University	Coincides with session start date	Coincides with session start date	Coincides with session start date
Ohio Dominican University	08-07-22 to 08-15-22	01-02-23 to 01-09-23	05-24-23 to 05-31-23
The Ohio State University	08-14-22 to 08-26-22	01-02-23 to 01-13-23	05-01-23 to 05-12-23
Otterbein College	08-08-22 to 08-19-22	01-02-23 to 01-06-23	Varies