

CLARKSON UNIVERSITY - CAPITAL REGION CAMPUS
CROSS REGISTRATION FORM FOR UNION & SIENA COLLEGE

Union College, Siena College, and Clarkson University Capital Region Campus (CRC) are separate institutions. All Union or Siena College undergraduate students, and Union College employees/dependents wishing to take graduate courses offered by CRC must complete this Cross Registration form. Cross Registration is offered on a space-available basis only, and enrollment in selected courses is not guaranteed. Students will pay tuition to their Home Institution, but will be responsible for any special fees, such as (but not limited to) lab fees, late fees, or any tuition charges associated with additional credits taken in excess of what is covered by the cross-registration agreement.

Information and instructions for Siena and Union students in early admission (accelerated) programs:

Students in early admission programs have been formally accepted into a Clarkson University graduate program, and should follow the instructions, below:

1. Obtain the list of available courses from Clarkson University's Courses and Schedules website ([link](#)).
2. Select a course, or courses, in consultation with your Home Institution academic advisor* and your Clarkson University academic advisor, and obtain their signatures on this form.
3. Take the signed form to your Home Institution's Registrar's office for certification that you meet the eligibility criteria to cross-register.
4. Return the signed form to CRC's Student Administrative Services office, located on the 1st floor of 80 Nott Terrace. Office hours may vary, but are typically Monday through Friday, 8:00am-4:30pm. You may also scan and email the form to CRCRegistrar@clarkson.edu.

Limitations: With the exception of LIM students, any student accepted into an early admission program is limited to three (3) cross-registered courses at CRC. Any courses taken in addition to the three covered courses will be billed at the standard tuition rate in effect at the time of registration.

Additional Information for LIM Students:

No payment or deposit is required at the time you submit your cross-registration form, but LIM-MBA seniors will be billed during their final term of the program.

*LIM Students must obtain the signature of their Clarkson University Advisor, and Union College Registrar's office. An advisor from Union College does not need to sign this form.

Information and instructions for all other Union College constituents:

1. Obtain approval to take a graduate course from your Home Institution academic advisor, and your Home Institution's Registrar's office (students) or HR office (employees/dependents).
2. Schedule an appointment with the appropriate Graduate office to secure their approval to enroll (see contact information, below).
3. Take the signed form to CRC's Student Administrative Services office, located on the 1st floor of 80 Nott Terrace. Office hours may vary, but are typically Monday through Friday, 8:00am-4:30pm. You may also scan and email the form to CRCRegistrar@clarkson.edu.

Limitations: Union College students are limited to two (2) cross-registered courses at CRC. Union College employees should refer to their HR office for details regarding number of courses approved under the cross-registration benefit.

CRC Contact Information

School of Education	Catherine Snyder, Chair	518-631-9870, csnyder@clarkson.edu
School of Engineering	Bob Kozik, Associate Dean	518-631-9890, bkozik@clarkson.edu
School of Business	Mel Chudzik, Professor	518-631-9889, mchudzik@clarkson.edu
Student Administrative Services	Nicole Rood, Assistant Registrar	518-631-9832, crcregistrar@clarkson.edu

By signing this form, you authorize Clarkson University to provide an official transcript to your Home Institution as evidence of course completion.