GLOBAL CROSSROADS
GLCA

GREAT LAKES COLLEGES ASSOCIATION
Shared Languages Change of Enrollment / Drop Form
Complete this form according to the instructions provided on the back.
Information will be shared with the Host campus.

Date _____ **Term Requested** _____

Section 1. Personal Information

Name: _____ Home campus Student ID: _____

Gender _____ Telephone: _____

Preferred Name (optional): _____ Email Address: _____

Pronouns (optional): _____ Date of Birth: _____

Local Mailing Address: _____

_____

Have you participated in Shared Languages previously? **Yes** or **No**

Students requiring accommodations from accessibility services must coordinate with the Host campus Accessibility/Disability Office to verify availability of services required.

Section 2. Courses Requested

Add/Drop	Dept. Prefix & Course #	Section	Day & Time	Credit Hours Semester	Credit Hours Quarter	Course Title	Instructor/Department Approval (if required)

HOME CAMPUS	HOST CAMPUS
Institution Name:	Institution Name:

I certify that the information furnished by me is true. I agree to abide by all rules, regulations, practices, and policies of the Host campus while enrolled. I authorize the Host campus to send my Shared Language course grades to my Home campus registrar.

Student Signature: _____ **Date:** _____

Section 3. Institution Approvals

I certify that the student named above has the approval of the Home campus listed above, is in good standing and is currently enrolled. The courses requested, if successfully completed, may be applicable to a student's degree program, subject to review by responsible parties at the Home campus (for example, the department chair of the student's major).

_____ _____
Faculty/Academic Advisor (Home Campus)   Date   Host Instructor/Department (if required)   Date

_____ _____
Home Campus Registrar   Date   Host Campus Registrar   Date

Shared Languages Program Eligibility

The GLCA Shared Languages program is part of the Global Crossroads Initiative funded by the Andrew W. Mellon Foundation.

Shared Language courses allow a student from one GLCA school to take a language course being taught at another GLCA school. The campus offering the course is referred to as the "Host campus" and a student from different GLCA campus enrolled in the course is referred to as "Home student" from the "Home campus".

Registration is subject to space availability, completion of prerequisite courses, and permission of the Home and the Host campuses.

Student Enrollment
1. Degree-seeking students, who are in good academic standing (as determined by the Home campus), may take courses through GLCA Shared Languages program. Students are subject to enrollment and eligibility requirements as determined by the Host campus.
2. Students requiring accommodations must coordinate with the Home Accessibility/Disabilities Office to verify the availability of services required. The Home campus will coordinate with the Host campus as needed.

Number of Credits/Courses
1. Credit hours taken at the Host campus may not exceed credit hours taken at the Home campus per academic term and are subject to approval by the Home campus registrar.
2. The combined course load for a student at the Home and the Host campuses may not exceed the full-time course load allowable at the Home campus, unless the student receives an exemption from the Home campus.
3. A student must receive permission to be able to register for a course that is available at the Home campus during the same term.
4. Course(s) may be taken for credit only (no audits).

Registration
1. Students can obtain information on courses offered at other GLCA institutions through the Shared Languages Courses page. Course registration information includes course offerings, contact information, registration times, and information on prerequisites and special course fees (the student pays Home campus tuition).
2. The Shared Languages Registration Form must be submitted with approvals by the Host campus's *Last Day to Add/Drop Date*.
   * Any class adds must be completed for both the Home and the Host campuses following their respective procedures.
   * Any class drops must be completed within the Host campus' deadlines and following their procedures.
3. If proper procedures are not followed, the student will be ineligible for the Shared Languages Program.
4. The Home and the Host campuses reserve the right to make additional requirements and the right to override eligibility requirements.

Registration Steps
1. The student completes the Shared Languages Registration Form and any other forms required by the Home campus and submits them to the Home campus registrar.
2. Once the registrar's office on the Home campus approves the request, the form is sent electronically to the Host campus's registrar's office, which completes course registration according to the Host campus's policies and deadlines.
3. The Host campus registrar's office lets the Home campus's registrar's office know the status of the registration request.
4. Students requiring accommodations must coordinate with the Home Accessibility/Disabilities Office to verify services can be provided required. The services are the responsibility of the Home campus.
5. The Shared Languages Registration Form must be submitted and approved by the Host campus by the *Last Day to Add/Drop Date* stated by the Host campus.