RECIPROCAL AGREEMENT FOR CROSS-REGISTRATION BETWEEN HOLLINS UNIVERSITY AND ROANOKE COLLEGE

- 1. The purpose for allowing students at the two colleges to cross-register for courses is to provide a wider choice of courses and to take advantage of the knowledge and expertise of the faculties of the two campuses. Students may not cross-register for courses that are offered during the term of registration on the home campus. Students are expected to have a valid reason for the request to cross-register.
- 2. The cross-registration option is open to full-time, undergraduate students only. All other students who wish to take a course at the other institution must apply through the appropriate office of admission and pay the appropriate tuition and fees.
- 3. Decisions about the use of these courses with regard to satisfying degree requirements will be at the discretion of the home institution.
- 4. This agreement applies only to fall and spring term, and students are not allowed to cross-register for more than two courses in a term.
- 5. There will be no exchange of fees related to tultion, except as noted in Attachment A. Students will, however, be responsible for paying any special fees associated with their registration.
- 6. Deadlines will be set and enforced by the institution offering the course. Students are expected to know and to meet these deadlines. Drop/add procedures will be set by the institution offering the course. Fallure to properly drop a class at the appropriate time will result in a failing grade.
- 7. Registration for a course will be allowed on a space available basis as determined by the host institution.
- 8. Students are expected to know and respect the conditions of the Honor/Academic Integrity Code of the host institution. Violators will be dealt with by the host institution and notice will be forwarded to the home institution.
- 9. Students must complete the appropriate form (Attachment B) and submit it for approval to their home Registrar's Office. Questions may be directed to the staff of the Registrar's Office at either institution.

This agreement is in effect for a period of five years. It may be renewed for additional five year terms thereafter upon the written consent of both parties.

Nancy Oliver Gray, Interim President Hollins University

Date: august 4, 2019

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Michael Creed Maxey, President

Roanoke College

ATTACHMENT A

Addendum to Reciprocal Agreement between Hollins University and Roanoke College Enrollment in Foreign Language Tutorials

Students from either school will be allowed to enroll in foreign language courses that are being taught on a tutorial basis (i.e., courses reimbursed via a stipend per student; not part of regular load or paid at normal part-time rate). The home institution of the student will reimburse the other institution to cover the cost of this stipend. Each institution will be responsible for billing the other. Bills will be sent at the conclusion of the add period at the host institution. Each institution has the option to collect this money from the student as a special charge.

Decisions on whether to offer a course as a tutorial or as a regular course are made based upon the enrollment of students from the home institution; that decision may be made any time before the first day of class. Students from the other institution enrolled in such a class will be notified of the change in status.

Enrollment in tutorials will require the permission of the instructor. The procedure for registering for tutorials will be same as for other courses taken through the Reciprocal Agreement.

ATTACHMENT B REQUEST FOR COURSE ENROLLMENT THROUGH THE HOLLINS UNIVERSITY/ROANOKE COLLEGE RECIPROCAL AGREEMENT

Any student who wishes to enroll in a course or courses under the Hollins University/Roanoke College Reciprocal Agreement must apply through the Registrar's Office at her/his home Institution. Arrangements are made between the Registrar's Offices at the two Institutions. The student is not to contact the Registrar's Office of the visiting institution or the professor. The student is eligible to request enrollment only if she/he is enrolled full-time and the course requested is not offered at the home institution. Generally, a student is allowed to enroll in no more than two such courses per term. Under the reciprocal agreement, enrollment will be allowed on a space available basis, as determined by the Registrar at the visiting institution and is only valid for fall or spring term.

Part-time students are not allowed to participate in the reciprocal agreement. They should contact the Admissions Office at the appropriate institution to apply for admission.

A student who wishes to enroll in a course on either a pass/fail or audit basis must do so through the Registrar's Office at the home institution within the deadline as stated on the visiting institution's academic calendar. If the student wishes to drop a course subsequent to enrollment, the drop will be recorded as of the day the form is received by the home institution and will be graded according to the policy stated in that institution's academic catalog.

Each student is responsible for completing this form, securing authorization from the advisor or departmental chalrperson and returning this form to the Registrar's Office of the home institution. The student will be notified of the acceptance or rejection of the request.

Student's Name ((please pri	nt)			
Student ID numb	er	to describe to the			
Course Requeste	d Depart	ment	Number –	Title	
Term and year in which course is to be taken: Term Year					
f understand and	will abide	by the p	receding stipula	ations,	
				Student's Signature	
REQUEST GRANTED	REQUEST DENIED	Г		AUTHORIZATION SIGNATURES	DATE
0	Ø	Advisor c	or Chalrperson:		
[2]	(3)	Hollins U	Iniversity Regist	trar:	
(2)	12)	Roanoke	College Registr	rar:	

Rev. 06/19