

Consortium courses are courses taken for AU credit at one of twelve consortium schools in the DC area. Consortium courses are only accepted if the same or similar course is not available at AU *in a given semester*.

Registration Process

1. Print a copy of the online Consortium Registration Form below, or pick up a copy from the SIS Graduate Advising Office; fill it out and sign the back indicating that you have read and understood the consortium policies.
2. Obtain permission IN WRITING (e-mail is fine) from the instructor for the course and attach it to the Consortium Registration Form.
3. If the course is in another department (ECON, HIST, etc.) you'll need to get the approval of the head of that school or department at AU. If the course is in International Affairs/Studies (or something similar), you can skip this step.
4. Turn the form and attached permission into the SIS Graduate Advising Office *on the first day of the semester for which you're enrolling* and start attending the course.

All consortium courses will appear on your AU transcript with the consortium school code and course number (example: GWU-500).

Consortium Web Resources

George Mason

<http://registrar.gmu.edu/schedule/>

(courses 500+ are grad. level)

George Washington University

<http://www.gwu.edu/~schedule/>

(courses 200+ are grad. level)

Howard University

<http://www.howard.edu/academics/courses/>

(courses 300+ are grad. level)

Univ. of Maryland, College Park

<http://www.testudo.umd.edu/ScheduleOfClasses.html>

(courses 600+ are grad. level)

Georgetown University*

<http://www.georgetown.edu/registrar/>

(courses 350+ are grad. level)

Catholic University

<http://home.cua.edu/>

(courses 500+ are grad. level)

N.B. Signing the Consortium Registration Form means that you have read, understood and have agreed to all of the university policies on the back of the form.

Consortium Registration Authorization

For American University Students Cross-Registering at a Consortium Institution

Student Name (Last, First, MI) _____ Student ID _____

Email Address: _____ Contact Phone Number: _____

Graduate Undergraduate Intended Graduation Date: Semester _____ Year: 20__

Registration for Semester: Fall Spring Summer Year: 20__

- | | | |
|---|--|---|
| <input type="checkbox"/> Catholic University (CUA) | <input type="checkbox"/> Georgetown University (GTU) | <input type="checkbox"/> Trinity College (TRN) |
| <input type="checkbox"/> Gallaudet University (GLT) | <input type="checkbox"/> Howard University (HWD) | <input type="checkbox"/> University of D.C. (UDC) |
| <input type="checkbox"/> George Mason University (GMU) | <input type="checkbox"/> Marymount University (MTU) | <input type="checkbox"/> Univ. of Maryland – College Park |
| <input type="checkbox"/> George Washington University (GWU) | <input type="checkbox"/> Southeastern University (SEU) | <input type="checkbox"/> Wesley Theological Seminary |

COURSE NUMBER AT THE VISITED SCHOOL:

CRN (GWU & HWD only) : _____ Section: _____ Semester Hours: _____ Grade Type: A-F P/F

Course Title: _____

APPROVAL:

Advisor : _____ Date: _____

I HEREBY CERTIFY THAT THE ABOVE COURSE OR EQUIVALENT IS NOT OFFERED AT AMERICAN UNIVERSITY. THE CONTENT OF THIS COURSE IS SUBSTANTIALLY DIFFERENT FROM ANY COURSE CURRENTLY OFFERED AT AMERICAN UNIVERSITY.

Department Chair: (in field of study) _____ Date: _____

Dean: _____ Date : _____

Explanation of Exceptional Circumstances For Undergraduate and Graduate Requests: Attach Additional Sheet if Needed

EXCEPTIONAL CIRCUMSTANCES EXIST (*as explained below*) WHICH JUSTIFY THIS REQUEST FOR CROSS – REGISTRATION.

Dean: _____ Date: _____

Student must read and sign on the reverse side →

For class schedule information and course descriptions
refer to the Consortium web site: www.consortium.org

CONSORTIUM REGISTRATION POLICIES AND PROCEDURES

POLICIES:

1. Students who wish to enroll for a consortium course may do so during the first two weeks of classes. *Only if classes start at the consortium school prior to the start date at American University will an exception be made.*
2. To participate in consortium cross-registration, students must be eligible for enrollment at American University and accepted in a degree program. *Non-degree students are not permitted to take courses through the consortium.*
3. Students are not permitted to register for courses through the consortium which are offered at American University. Neither undergraduate nor graduate students are permitted to enroll for courses whose content is substantially the same as courses offered at AU.
4. Credits earned through the consortium are considered residence credits and thus fulfill academic requirements of the University (excluding General Education, University Mathematics, and College Writing requirements).
5. Courses that do not carry degree credit at the visited school will not be counted for degree credits at American University. American University will not honor credits earned through consortium cross registration for any course that is considered a non-credit course.
6. Auditing courses through the consortium is not permitted.
7. Independent study projects, tutorial, institute courses, off campus courses, on-line and non-credit courses are excluded from consortium cross-registration.
8. Faculty/Staff tuition remission does not apply to courses taken through the consortium. However, with the approval of the respective Dean, graduate students awarded fellowships may use their tuition remission towards consortium registration.
9. Students will be charged the American University tuition rate for consortium courses. All special fees for consortium courses must be paid by the student at the visited school.
10. Students are expected to follow the regulations governing academic integrity and personal conduct at visited institutions.
11. Students enrolled <matriculated> at two or more consortium institutions are not eligible to participate in consortium registration at those institutions.

PROCEDURES:

1. The Consortium Registration Authorization form must be completely filled out with both the AU consortium course number and the visited school's complete course number, including section number and correct course title.
2. All students must obtain the signature of their advisor, the Dean or Department Chair which represents the field of the intended course (i.e., if wishing to take an economics course at another school, the student must obtain approval from the American University chair of the Department of Economics) and the Dean of their School.
3. Students are strongly advised to make prior arrangements with the visited school's department or instructor as all course prerequisites are strictly enforced. Students must obtain written permission from the visited institution's department or instructor to waive prerequisites. The visited institution may deny enrollment if permission is not obtained, even if the student has completed American University's registration procedures.
4. Students registering for consortium courses that require special fees must pay any additional fees at the visited school. (See the Consortium Calendar and the Schedule of Classes published by the visited school.)
5. Finally, each student must bring the completed Consortium Registration authorization form to the Office of the Registrar, where he/she will be issued a gold-colored consortium registration card by the Consortium Coordinator at the time of registration. Students should show this card to the instructor at the visited school and keep the card with them for identification purposes.

I HAVE READ THE ABOVE INFORMATION AND HEREBY ACKNOWLEDGE THAT I WILL ABIDE BY ALL UNIVERSITY RULES AND REGULATIONS GOVERNING CONSORTIUM REGISTRATION POLICIES AND PROCEDURES AS STIPULATED ABOVE AND IN THE CONSORTIUM CALENDAR AND GUIDE.

STUDENT SIGNATURE

DATE