CONSORTIUM OF UNIVERSITIES

CORCORAN COLLEGE OF ART + DESIGN
REGISTRATION POLICIES AND PROCEDURES FOR CORCORAN STUDENTS

Last updated 8/2011

i. Consortium Registration Policies for Corcoran Students

The Corcoran College of Art + Design is a member of the Consortium of Universities of the Washington Metropolitan Area. The Consortium's cross-registration program allows Corcoran students to supplement their studies by taking advantage of academic offerings provided at member institutions. Corcoran students are offered the opportunity to enroll in courses at any of these participating Consortium cross-registration institutions: American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, National Defense Intelligence College, National Defense University , Trinity Washington University, University of the District of Columbia, and University of Maryland, College Park.

Note: **(1)** NDIC operates on a quarter calendar schedule. **(2)** NDU is currently open for cross-registration in the School for National Security Executive Education. **(3)** Trinity Washington University operates on a trimester calendar.

Who is eligible for enrolling in a course through the Consortium? (All of the following criteria are required)

- Currently enrolled degree-seeking undergraduate, graduate Art Education, and graduate New Media Photojournalism students in good academic and financial standing.
- Undergraduate students who have completed at least 24 credits towards their degree (including transfer credits), or have reached sophomore level.
- Students who have completed at least 12 credits at the Corcoran.
- Students who are registered for at least three additional credits at the Corcoran in the same semester in the Fall and Spring. Summer enrollment does not require concurrent Corcoran enrollment.
- Students who are not in their final semester of studies prior to graduation.
- Students who will be taking the Consortium course for credit/grade (audit and non-credit are not possible).
- Students who have not exceeded the maximum number of Consortium credits allowed (six for Associate's; 12 for Bachelor's; 9 for graduate Art Education; 9 for graduate New Media Photojournalism students). These credits are not counted against the maximum allowable post-matriculation transfer credits.

How do I know what courses are available?

A good place to start is the member list on the Consortium's webpage at www.consortium.org. The page provides links to participating institutions, as well as academic calendars and general cross-registration information. You will need to consult the appropriate schedule of classes for the institution you are interested in visiting. It is important to note that registration requests for courses similar to those offered by the Corcoran during the same semester cannot be approved. Be aware of any additional fees that may be required, such as registration or course fees. You must meet all prerequisites.

How do I request to take a course through the Consortium?

All requests must be received at least two weeks prior to the start of the desired semester at the visiting institution.

After identifying your course selection, please meet with your department's chair or program director. Course enrollment is limited to one course maximum per semester. By obtaining permission, students ensure that they are following their program requirements, and are counseled on personal and professional goals.

You must demonstrate the relevance of the proposed course to your academic and/or post-college goals. If the chair or program director approves your request to take a course through the Consortium, you will need to

complete the Corcoran's Consortium registration form, which indicates the course you will be taking as well as the requirement that it will be substituting for, and obtain signatures from the chair or program director. Submit this completed form to the registrar who serves as the Corcoran's Consortium coordinator. A copy of the course description, schedule, and any additional approval required by the visited institution (such as faculty permission, proof of meeting prerequisite, etc.) should be submitted with the registration.

The Consortium coordinator will review the request to ensure eligibility and submit the formal request to the visited institution for approval. In some circumstances the request may require an additional level of review by the dean of enrollment or the Academic Appeals Committee. Approved students will receive a copy of their Consortium registration card in case they need to obtain a student ID card at the visiting institution. Students should present their Consortium registration cards to visited institution instructor, but also keep copies as registration identification.

How will I get a grade and credits for a course taken through the Consortium?

The Consortium coordinator at the visited institution is responsible for reporting grades and credit information to the Corcoran College of Art + Design's Consortium coordinator. Consortium courses will appear on official Corcoran transcripts. All grades and credits are treated as completed in residency and as a result are calculated into grade point averages and credits attempted and/or completed.

Grades not received by the visited institution will be posted as GNR (indicating grade not reported). The GNR notation will either be replaced by a timely submission of grade, or as an F, in cases where the grade is not received after 30 days following the last day of the relevant semester and before the end of the following terms.

How do I pay tuition for a Consortium course?

Once courses are approved, processed by the registrar, and added to Corcoran schedules, students will be responsible for payment of tuition in-full at the Corcoran's tuition rate. Any applicable special course fees charged by the visited institution are the students' responsibility and should be paid directly to the visited institution. Course credits are counted toward part-time or full-time course loads at the Corcoran for billing, financial aid, and payment purposes.

When will I find out if I am registered for the Consortium course?

Because registration is based on space availability, each Consortium institution allows its own students ample time to register for courses before opening seats up to incoming Consortium students. In most cases, Consortium requests are not reviewed by the institution until a few weeks prior to the start of the semester.

Important Additional Information

- Consortium registration is not guaranteed and is subject to approval and course/space availability at the visiting institution.
- Consortium course enrollment is limited to one course per semester.
- Students wishing to drop Consortium courses must file a drop form with the Corcoran registrar immediately. Failure to observe the Corcoran's proper drop procedure and deadlines may result in a grade of F on permanent academic records. Any owed tuition refunds will follow the Corcoran's refund schedule and procedure. Incomplete grades follow the required final grade assignment timeline of the Corcoran.
- Tuition remission granted for fellowships, or employee benefits may not be used towards the Consortium registration.
- Independent or directed studies, online, non-credit, study abroad, pass/fail, and tutorial courses cannot be considered for approval.
- Undergraduate courses may not be considered for graduate credit.

- Students are expected to follow the regulations governing academic integrity and personal conduct at visited institutions.
- Students enrolled in degree programs at two or more Consortium institutions are not eligible to participate.
- Students are responsible for transportation to visited institutions.
- Visited institutions are responsible for grade submissions
- Students who enroll in a Consortium course must receive at least a C to be eligible for future Consortium course registration. Graduate students must earn at least a B for future eligibility.
- Continuing Education Certificate and non-degree students cannot take courses under the Consortium of Universities arrangement.
- Corcoran graduate students, except those enrolled in Art Education programs, are not eligible for cross-registration.
- Valid special requests outside these guidelines can be considered by the chair or the program director and dean of enrollment or the academic appeals committee.
- Library privileges are extended to visiting students.

Consortium Registration Checklist for Corcoran Students:

[] Read the Consortium Registration Policies for Corcoran Students.

Be sure that you are eligible to register, and be aware of how the grades and billing are processed.

[] Find a course.

Search the website of the participating Consortium institution for courses which may suit your needs and which can be applied to your degree at the Corcoran. Select from the institutions listed on the Corcoran Consortium registration form.

[] Prepare your Consortium Registration form.

Complete the Corcoran's Consortium Registration Form and attach the course description and course schedule. Be sure to indicate the course code of the degree requirement that you want the consortium course to count for in the "Corcoran Equivalent" column. If you intend to use as an elective, just put "Art History Elective", "Academic Studies Elective", "Studio Elective", etc.

[] If needed, contact the faculty at the visited institution.

If the course is full or there are prerequisites for the course, contact the faculty directly and request permission to enroll. Be sure to submit confirmation of that approval with your registration.

[] Submit your form.

Sign your form. Have the Department Head sign the form to approve the course (If academic, contact the Arts and Humanities Chair. If studio, contact your studio department chair). Turn it in to the Corcoran Registrar's Office. Upon approval from the Corcoran's Associate Dean, the Registrar will submit your request to the visited institution.

[] Check your Corcoran.edu email.

Any follow up communication, requests for further information, and confirmation of your enrollment will be sent through your Corcoran.edu email, per Corcoran policy.

[] Be patient and be prepared with a back up plan.

Ultimately, your enrollment must be approved by the visited institution. Each institution maintains their own deadline for inputting visited student registrations, and in some cases they may opt to wait until as late as the start of their classes to allow as much time as possible for their own students to register. Be prepared with an alternate Corcoran course that you can add in case your Consortium registration is not accepted.