

## HECC STUDY PLAN

HECC Cross-Registration is an opportunity for undergraduate students to study at a participating institution while enrolled full-time at Ohio State and receive Ohio State credit and grades for that work. **THE OBJECTIVE OF THIS PROGRAM IS CURRICULUM ENRICHMENT; THEREFORE CROSS-REGISTRATION IS ONLY PERMITTED FOR COURSE WORK NOT AVAILABLE AT OHIO STATE.**

**Requirements:** Cross-registration is offered **AU-SP Terms only**. Students must be **waitlisted** for comparable requested course at the home institution. **Student cannot be registered for course at host institution prior to HECC registration.** Written permission of Advisor, College Secretary, Ohio State HECC Coordinator, and host institution representative is required. Students are limited to one course per term and a total of three courses during their undergraduate studies. Students will pay full-time Ohio State fees, as well as any laboratory fees, parking fees, etc. charged by the host school. Empty seats must remain in the course at the point of registration. Participating schools:

|         |                                    |         |                                |
|---------|------------------------------------|---------|--------------------------------|
| 3970.01 | Capital University                 | 3970.06 | Ohio Dominican University      |
| 3970.02 | Columbus College of Art and Design | 3970.07 | Otterbein University           |
| 3970.03 | Columbus State Community College   | 3970.08 | Central Ohio Technical College |
| 3970.04 | DeVry University                   | 3970.09 | Pontifical College Josephinum  |
| 3970.05 | Franklin University                | 3970.10 | Mt. Carmel College of Nursing  |

\_\_\_\_\_ has approved \_\_\_\_\_  
(The Ohio State University College Office) (Student Name and OSU ID)

to cross-register at \_\_\_\_\_ for \_\_\_\_\_ Semester credit hours  
(Host Institution) (# amount)

during \_\_\_\_\_ Term \_\_\_\_\_. This cross-registered course is listed as \_\_\_\_\_ at  
(AU, SP) (Year) (host's course name & #)

the HECC host institution, but will appear on the student's record as HECC 3970.\_\_\_\_\_.  
(select one above)

**The above course should represent a program of study currently *unavailable* at Ohio State.** The grade assigned by the host institution's instructor will be reported on the student's academic record. The grade will be included in the student's total credit and GPA calculation. This cross-registered course will be used towards the student's degree program and as:

\_\_\_\_\_  
(e.g. Elective, GenEd, Plan Requirement, etc.)

***I have explained in detail the requirements for the HECC Cross Registration program with the student prior to signing this Study Plan.***

\_\_\_\_\_  
(Advisor's Signature) (Date)

\_\_\_\_\_  
(College Secretary's Signature) (Date)

I have read and understand the **HECC Cross Registration Study Plan**. I understand this Study Plan **may be accepted or denied** dependent upon my college office's recommendation, space availability and registrar's final approval. I understand that I **must remain at a paid, full-time status (a minimum of 12 credit hours, excluding this course)** at Ohio State through the refund period for the term listed above. I understand I **may be charged fees** such as laboratory fees, parking fees, etc., as determined by the host institution. I further understand that **I am responsible for meeting the host institution's registration and withdrawal deadlines.**

\_\_\_\_\_  
(Student's Signature) (Date)

Upon college office approval, you must contact: Office of the University Registrar, 540 SAS Building, 281 West Lane Avenue, 292-9330.

**\*Students must schedule an appointment with an HECC Coordinator in the Registrar's Office after this form has been completely filled out and SIGNED. The student's appointment must occur during the host school's HECC registration period for this term. See registration dates at <http://registrar.osu.edu/hecc/heccmain.asp>.**