## Schedule Adjustment

Students may add classes during the drop/add period if they have written permission from their HOME institution. The consent must be documented on the consortium form. All students are required to abide by the HOST campus's rules, guidelines, and deadlines pertaining to dropping classes and withdrawals. To withdraw, students must withdraw formally from both their HOME and HOST campuses.

## Use of Educational Resources

Educational resources and support services at the HOST campus are made available to consortium students as required. These include research and library resources. Students will need to show the consortium receipt to library officials to gain library privileges.
An ID card will not be issued by the HOST campus to students from other campuses who are participating in the consortium program. As a result, consortium students are not eligible to use recreational facilities which require a HOST campus ID card.

## Grades and Grading Procedures

It is the responsibility of the HOST institution to send the HOME institution the grade of the consortium student at the completion of the semester. This grade is recorded on the student's transcript at his or her HOME campus.
A student requesting a grade change will need to abide by the governing policies of the HOST institution. All students participating in the consortium program should contact the Registrar's Office of the HOST campus to determine the appropriate procedures for grade changes.

## Registration Contact Information

Each institution has varying registration processes. In order to ensure correct registration procedures please contact the following individuals at participating institutions:

**Bennett College**
Sam Grogg, Registrar
336-517-3270 sgrogg@bennett.edu

**Elon University**
Janelle Papay, Assistant Registrar
336-278-6677 jpapay@elon.edu

**Greensboro College**
Travis Mickey, Registrar
336-272-7102, Ext. 5201
registrar@greensboro.edu

**Guilford College**
Tammy Martin, Assistant Registrar
336-316-2948 tmartin@guiford.edu

**Guilford Technical Community College**
Andrial M. Cheeks, Transfer Credit Evaluator
336-334-4822 Ext. 50807 amcheeks@gtcc.edu

**High Point University**
Ann Miller, Associate Registrar
336-841-9205 amiller@highpoint.edu

**North Carolina A&T State University**
Jennifer Garner, Student Services Specialist
336-285-4049 jlgarner1@ncat.edu

**University of North Carolina at Greensboro**
Greater Greensboro Consortium
336-334-5946 consortium@uncg.edu

# Guilford Technical Community College

# Greater Greensboro Consortium

# Registration Information and Procedures

Andrial M. Cheeks
Transfer Credit Evaluator
336-334-4822 ext. 50807
amcheeks@gtcc.edu

# Procedures for Registering

## ** If GTCC is your HOME Institution**

GTCC students can cross-register to take classes at any of the other six approved institutions. The following administrative procedures must be followed to properly enroll and receive credit.

1. Students **must** contact Andrial M. Cheeks at amcheeks@gtcc.edu or 336-334-4822 ext. 50807 to determine eligibility and to receive the consortium form.
2. Complete the consortium form and email it back to Andrial M. Cheeks at amcheeks@gtcc.edu
3. You will receive the registration dates for the HOST institution and a link to the course schedules.
4. Your completed form will be sent to the HOST institution once consortium registration opens.
5. You will be contacted by the HOST school once you have been registered in the course.
6. Once registered, you will need to complete a tuition adjustment form to add the tuition fees to your account at GTCC.

## Limits

There is no limit to the number of courses that consortium students may take at other institutions, however the student must take at least an equal number of credits at their HOME campus. This program is not intended for courses that are designed to be self-supporting, so independent studies are not available. The consortium program is also not available to students in the Early Middle College or the Career and College Promise Program.

## ** If GTCC is Your HOST Institution**

1. It is highly recommended that visiting students complete a GTCC admission application and send an unofficial college transcript prior to consortium registration. There is no admissions application fee. The application can be completed here. Please follow the steps for visiting students. Please send your unofficial transcript to amcheeks@gtcc.edu
2. Students from participating GGC colleges are eligible to cross-register for courses at GTCC during assigned registration dates and during the drop/add period.
3. Check with your HOME campus Registrar's Office to obtain registration dates.
4. Your HOME campus will send your completed Consortium form to Andrial M. Cheeks in the Registrar's office. You will be contacted once you are registered for the course.
5. Students may register for GTCC courses on a space available basis.
6. Consortium students are also responsible for meeting any course prerequisites (if applicable) and restrictions which apply to GTCC courses (example limited enrollment program courses).
7. GTCC parking permits are free to consortium students. Please register your vehicle

## Tuition and Fees

Tuition and fees are paid to the HOME campus. Fees are not charged by the HOST campus for cross registration courses unless there are special charges (such as lab fees, insurance, P.E. course materials, etc.). In these cases, consortium students must pay these charges to the HOST campus.

## Financial Aid

Financial Aid is awarded, disbursed, and accounted for by the financial aid officer on the student's HOME campus. No funds are exchanged among participating institutions.

## Purpose of the Consortium

The Greater Greensboro Consortium (GGC) is a program designed to expand the options available to degree seeking students who are currently enrolled in one of the seven colleges and universities in the surrounding area. Its primary purpose is to assist a student in registering for a course(s) elsewhere that is unavailable in a given semester on the student's home campus.

## Consortium Eligibility

Consortium students must be degree- seeking students in good academic standing (2.0 GPA or higher), currently enrolled in one of the participating institutions. They must have the permission of the coordinating officer (normally the Registrar) from their HOME Campus. Consortium students must be eligible to take English 111 and Math 143, MAT 152, or MAT 171 courses without developmental co-requisites or have already completed these aforementioned English and Math courses. Early Middle College or Career and College Promise students are not eligible to take courses through the Consortium program.