



Office of the Registrar • 1400 Coleman Avenue • 108 Langdale Hall, Macon, GA 31207-0001
Phone (478) 301-2494 • Fax (478) 301-2455 • Email: Registrar@Mercer.Edu

ROTC/MILITARY CROSS REGISTRATION FORM

GA Military • Middle GA State • Wesleyan

I. Institution Data

Home Institution: _____ Host Institution: _____

Term for which courses are requested: Fall Spring Summer Year _____
Have you applied to and/or attended the Host Institution before? No Yes If yes, When? _____

II. Personal Data

Name _____ ID# _____
(Full Legal Name) Last First Middle/Maiden

Date of Birth: _____ Sex: M F

Ethnic Group (s) - check all that apply: Hispanic Latino No Yes
 American Indian/Alaska Native Asian Black/ African American Native Hawaiian/Other Pacific Island
 Unknown White

Are you a U.S. citizen? Yes No If yes, state of residence: _____

Mailing Address: _____
Street Apt. or P.O. Box

City State Zip

Email Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

I certify that the information furnished by me is true. I have read page 2 and agree to abide by all rules, regulations, practices, and policies of the host institution while enrolled here. I authorize the host institution to send a transcript of the cross-registration course grades to my home institution (see page 2 for more information on transcripts).

Student Signature Date

The Student indicated herein has been advised concerning the relationship of the course requested through cross-registration and his/her degree program. He/she is a student in good standing.

Academic Advisor Date

III. Registration Information

Courses Requested - Availability Depends Upon Offering and Space					
Complete Course #	Section	Computer Number (if appropriate)	Day/Time	Credit Hours	Course Title/Remarks
1					
2					
3					
4					

IV: Approval – Home Institution:

I certify that the above named student has the approval of the home institution, is in good standing and is currently enrolled.

Signature – Home Cross-Registration Coordinator Date

V: Approval - Host Institution

Signature – Host Cross-Registration Coordinator Date

Name _____ ID# _____
(Full Legal Name) Last First Middle/Maiden

I. ROTC/Military Science CROSS REGISTRATION POLICIES

1. Students must be in good standing at their home institution and meet eligibility requirements for admission into the respective ROTC program in Accordance with current Army regulations
2. Students may cross-register form a Military Science course on a space-available basis at the end of host institution's registration period.
3. Students must be registered at the home institution during the term of cross registration.
4. Students will pay all regular tuition and fees which are non-refundable, to the home institution. Students must pay any special fees, (e.g. lab fees) to the host institution.

II. Instructions to the Student

1. Make sure all approvals are obtained from your home institution before this form is submitted to the designated representative at the host institution.
2. You must abide by all policies and schedules of the host institution regarding grades, exam dates, absences, times for withdrawal, and so on. You must follow the procedures of both institutions if you wish to withdraw from a course.
3. You will be attending the host institutions as a special student only. Cross registration does not constitute regular admission to the host instructions. Complete a transcript request form at the host institution to provide your grades to your home institution. Write on the transcript request form that you are a cross registration student. A transcript request form can be found at <http://www2.mercer.edu/Registrar/Forms/Macon-RAC+Forms.htm>
4. If you have personal health insurance and do not wish to purchase Mercer's student health insurance you must waive it before the deadline. The instructions can be found at <http://bursar.mercer.edu/studentinsurance/> or it may be waived at <https://studentplan.corehealthbenefits.com/Default.aspx?alias=studentplan.corehealthbenefits.com/merc>
5. Submit a copy of your immunization records to Mercer Student Health systems. A scanned copy may be emailed to SHCMacon@Mercer.edu or fax a copy to 478-301-2116. Mail a copy to Student Health Mercer University 1550 College St Macon GA 31207

For a copy of Memorandum of Agreement on Cross-Enrollment of Students to Mercer University Reserve Officers' Training Corps (ROTC) contact the Mercer University ROTC Department.