Student Guide to Cross Registration

crossregistration.colleges-fenway.org
Searching for a course

Navigate to crossregistration.colleges-fenway.org

Click Course Search to search for a course, or the options below for a list of all available courses for each institution.

When searching for a course, use the search options available to find a course or search by keyword in the Course Title search.

Note: Selecting too many search criteria may result in fewer results - try a broad search first and then narrow your search as needed. You may select more than one criteria within any of the search options by holding down the CTRL or COMMAND key on your keyboard while selecting options.

Select a course from the search results page to review the course details.
Applying for a course

After identifying a course, review the course details and click **Apply Now**

EC Spring 2020 LANG1100 Beginning Spanish II 001

Overview

Course Description: This course is a continuation of LANG1401. Students will continue their progress in conversational Spanish while developing basic language skills. A video supplements classroom instruction.

Prerequisites: Take LANG 1-401

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Building</th>
<th>Room</th>
<th>Type of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 5:00</td>
<td>MF</td>
<td>SCB</td>
<td>224</td>
<td>LEC</td>
</tr>
<tr>
<td>9:00 - 10:30</td>
<td>T</td>
<td>SCB</td>
<td>223</td>
<td>Online</td>
</tr>
</tbody>
</table>

Dates / Deadlines:

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>App Deadline</th>
<th>Decision Date</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>2020</td>
<td>02/07/2020</td>
<td>Rolling admission</td>
<td>TBA</td>
<td>TBA</td>
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Information sheet

<table>
<thead>
<tr>
<th>Institution</th>
<th>Emmanuel College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Grade Scheme</td>
<td>LG</td>
</tr>
<tr>
<td>Department</td>
<td>ENGL</td>
</tr>
<tr>
<td>Seats Available</td>
<td>7</td>
</tr>
<tr>
<td>Faculty Name</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Select the first option on the login page - **I have a username and password**
Select your institution’s logo and login with your institution credentials.

Select the appropriate term for your course registration

Available Terms

Terms  ○ Spring, 2020

This brings you to your course application

Click Get Started! to begin

EC Spring 2020 LANG1100 Beginning Spanish II 001 - Spring, 2020

Fill out the Cross Registration Form

Note: the unofficial transcript upload is optional but may be required for course approval by the host institution. If you don’t provide your unofficial transcript upon applying, you may be asked to provide that later.
Click **Done** when the form is complete.

Click **Submit your application** at the top of your application page.

Your application is now under review by your home institution registrar. You will receive an email when the course has been approved by your home institution and sent to the host institution.

When your course has been approved by the host institution, you will receive a notification prompting you to sign your Success Memo.

**Note:** You will also receive an email if your course is declined for any reason during the review process.
Signing your success memo

You will receive an email when your course has been approved by the host institution. You will need to log back into your Cross Registration application and electronically sign the success memo.

Navigate to crossregistration.colleges-fenway.org

Click LOGIN on the top-right corner

Choose your institution’s logo and login with your institution credentials

Once logged in, click into the course you were approved for.

![Image of course approval]

Click on the Success Memo requirement, read, and click Sign at the end of the document.

Online application

Emmanuel Success Memo Spring 2020