

CONSORTIUM OF UNIVERSITIES
CORCORAN COLLEGE OF ART + DESIGN
REGISTRATION POLICIES AND PROCEDURES

SECTION I: FOR CORCORAN STUDENTS

Consortium of Universities

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 cross-registration institutions of the Consortium: American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, Southeastern University, Trinity University*, University of the District of Columbia and University of Maryland, College Park.

Note: The following Consortium member institutions do not participate or have significant registration restrictions: National Defense University and Joint Military Intelligence University.

*It is also important to note that Trinity University operates under a tri-semester calendar.

Who is eligible for enrolling in a course through the Consortium?

- Currently enrolled degree-seeking undergraduate or MAT graduate students in good academic standing
- Undergraduate students who have completed 24 or more credits towards their degree (including transfer credits) or who are sophomore level or above, and who have completed at least 12 of these credits at the Corcoran
- MAT graduate students who have completed 12 credits or more at the Corcoran
- Students who are registered for at least 3 additional credits at the Corcoran in the same semester
- 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 (6 for AFA; 12 for BFA, 9 for MAT)

How do I know what courses are available?

A good place to start is the Consortium's cross-registration information page at www.consortium.org/cross_registration.asp. This will provide links to participating institutions as well as academic calendar and general cross-registration information. You will need to consult the appropriate Schedule of Classes for the institution you're interested in visiting. Most Consortium members post their course offerings online on their institution web pages. Try searching for the Registrar's Office section of the particular university's website. It is important to note that registration requests for courses similar to those being offered by the Corcoran the same semester can not be approved. Be aware of any additional fees that may be required such as registration or course fees. You must meet all prerequisites prior to enrollment.

It may be helpful for you to contact the department or faculty offering the course at the Consortium institution to determine if Consortium students are allowed to enroll and if there are any prerequisites or additional fees outside of tuition.

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 the Chairperson or Program head of your department. Course enrollment is limited to one course maximum a semester. By obtaining this permission, students are ensuring 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 Chairperson or Program Head approves your request to take a course through the Consortium, you will need to complete the *Corcoran's Consortium Registration Form* indicating the course you will be taking as well as the requirement that it will be substituting for and obtain Chairperson/Program Head signature as well as that of the Associate Dean of Enrollment. Submit this completed form to the Registrar, the Consortium Coordinator for the Corcoran.

The Consortium Coordinator will review the request and submit the formal request to the other institution for approval. If approved, you will receive a copy of the *Consortium Registration Card* in case you need this to obtain a student id card at the visiting institution. It should also be presented to your visited institution's instructor, but keep this copy as your registration identification.

How will I get a grade and credit for a course I take through the Consortium?

The Consortium Coordinator at the visited institution is responsible for reporting that information to the Corcoran College of Art + Design's Consortium Coordinator. Consortium courses will appear on your official Corcoran transcript. The grade and credits will be calculated into your grade point average.

Grades not received by the visited institution will be posted as "GNR" (indicating Grade Not Received). The "GNR" notation will either be replaced by a timely submission of grade, or in cases where the grade is not received, an "F." The grade change to "F" takes places usually after 30 days from the last day of the relevant semester and before the end of the following term.

How do I pay tuition for a Consortium course?

Once approved and processed by the Registrar, the course will appear on your Corcoran schedule and you 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 your responsibility.

The course credit is counted towards your part-time or full-time course load at the Corcoran, both for billing, financial aid, and payment purposes.

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

Because your registration is based on space availability, each Consortium institution allows its own students ample time to register for courses before confirming registration of incoming Consortium students. In most cases, Consortium requests are not reviewed until a couple weeks before the semester begins.

Important Additional Information

- Consortium registration is not guaranteed - it is subject to approval and course/space availability at the visiting institution.
- Should the need arise to drop a Consortium course; you must file a drop form with the Corcoran Registrar immediately. Failure to observe the proper drop procedure and deadlines of the Corcoran may result in a grade of "F" recorded on your permanent record. Any tuition refunds due follow the Corcoran's refund schedule and procedure. Grades assigned of Incomplete follow the required final grade assignment time-line of the Corcoran.
- Tuition remission granted for assistantships, fellowships or employee benefits may not be used towards the Consortium registration.
- Independent or directed studies, on-line, non-credit, study abroad, pass/fail, and tutorial courses can not 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.
- Transportation is the responsibility of the student.
- Grade submission is the responsibility of the visited institution.
- Consortium course enrollment is limited to one course per semester.
- Students who enroll in a Consortium course must earn a grade of C or higher (B or higher for graduate students) to be eligible for future registration in consortium courses
- Undergraduate student specific: CE Certificate and Non-degree students are not permitted to take courses under the Consortium of Universities arrangement.
- Corcoran Graduate students, with the exception of those enrolled in the MAT Art Education program, are not eligible for cross-registration.
- Valid special requests outside of these guidelines can be considered by the Chairperson/Program Head and Associate Dean of Enrollment.
- Library privileges are extended to visiting students.

SECTION II: FOR GUEST STUDENTS AT CORCORAN

The Consortium of Universities of the Washington Metropolitan Area consists of American University, The Catholic University of America, Corcoran College of Art + Design, Gallaudet College, George Mason University, Georgetown University, George Washington University, Howard University, Joint Military Intelligence College, Marymount University, Mt. Vernon College, National Defense University, Southeastern University, Trinity University, University of the District of Columbia, and the University of Maryland. In most cases, students enrolled in these institutions are able to attend certain classes at the other participating campuses and have the credit considered as resident credit at their own institutions. The intention is to allow students to take an occasional course to augment a program rather than to develop an individual program. Payment of tuition for courses is made at the student's home campus.

GUEST STUDENTS AT THE CORCORAN

Eligible courses

Based on space availability, visiting students may take any undergraduate elective, undergraduate academic/art education requirement or elective, or interior design/art education graduate course for credit, providing the pre-requisites have been met. For undergraduate academic and art education courses or any graduate-level course in Interior Design or Art Education, the Chairperson or Program Head permission is required. Graduate level registration requires that visiting students must be enrolled in a graduate level degree program at their home institution.

Exclusions

- BFA required classes are not eligible for cross-registration. These include, but are not limited to Core classes, Foundation classes not open to public, Introduction to Sculpture, and Introduction to Printmaking for Fine Art.
- Auditing courses through the Consortium is not permitted
- Non-credit courses or workshops
- Off-site and partnership courses (including The History of Decorative Arts)
- Directed Study, Internships, Pro Thesis, Thesis, and Education In-School Practice.

Tuition and Fees

- Tuition is paid directly to the home institution. All lab fees are additional, and must be paid directly to the Corcoran by the student. The Continuing Education registration fee is waived for Consortium students.
- Parking is available on a space available basis at the posted Continuing Education rates for those enrolled in classes at the Georgetown CCA+D campus.
- All registration is coordinated by the Registrar, who serves as the Consortium Coordinator at the Corcoran.
- Registration requests are accepted up to one week before courses begin.

Miscellaneous

Visiting students enrolled at the Corcoran will be issued CE ID cards with Consortium notation from the Registrar's Office. They also are expected to carry a copy of their processed Consortium registration for identification purposes.