Registration, Library, and Photo ID Policies for Affiliate Students and Faculty

Center for Faith & Justice, Center for Swedenborgian Studies,
China Academic Consortium, New College Berkeley, Newbigin House of Studies,
Patriarch Athenagoras Orthodox Institute, and Wilmette Institute

How to Cross-register for a GTU Course

1. Students enrolled at a GTU affiliate ("affiliate students") may cross-register for most classes appearing on the SONIS 'Courses By Semester' page. The only exceptions are those courses designed specifically for students enrolled at the member school offering the course. Restrictions are included within course descriptions.

2. GTU's cross-registration agreements with Dominican University of California, Mills College, and the University of California at Berkeley do not apply to students enrolled at a GTU affiliate. No exceptions can be made to this policy.

3. To enroll in a GTU course, the affiliate student should work with affiliate staff to complete any necessary requirements or paperwork. The GTU itself does not require any paperwork.

4. Upon successful completion of such requirements or paperwork, a designated affiliate staff person should contact the GTU Consortial Registrar and provide the following information: the student's full legal name, program or status at the affiliate, email address, phone number, and physical address.

5. The GTU Consortial Registrar will create a SONIS record for the affiliate student, register them for the course, request a Moodle account for that student from the Moodle office, and add them to the Moodle roster.

6. After the end of each grading period, grades will be sent to a designated staff member of the affiliate.

7. Affiliate students do not receive SONIS accounts or GTU email addresses.

8. Affiliate students will not receive a transcript from the GTU for courses taken via cross-registration. Courses taken via cross-registration will appear on the affiliate transcript.

Academic Credit

How a student enrolls in a GTU course determines whether they will receive academic credit for that course. Affiliate students who enroll in a GTU course through cross-registration (via the process listed above) will only receive academic credit for a course if their affiliate institution is itself accredited. Affiliate students who enroll in a GTU course through cross-registration do not receive academic credit if the affiliate is not itself an accredited institution.

GTU Library Access

Affiliate Students Enrolled in a GTU Course

Affiliate students who enroll in a GTU course will receive automatic access to the GTU library for the duration of the course.

GTU Library Access for Affiliate Students NOT Enrolled in a GTU Course

Affiliate students who are enrolled in courses at their affiliates but are <u>not</u> enrolled in a GTU course must provide the GTU library with proof of enrollment at their affiliate (course schedule, affiliate ID, or letter issued by the affiliate director) to apply for a library card. Students may provide this proof of enrollment in person at the Circulation Desk for a paper library card or via the Chat with a Librarian function or email library@gtu.edu for a digital library card. The library card is free and will give students full access to print and electronic library resources.

GTU Library Access for Affiliate Faculty

Affiliate faculty need to contact the library directly with proof of employment (faculty ID card, listed as faculty on the affiliate website, or letter issued by the affiliate director). Faculty may provide this proof of employment in person at the Circulation Desk for a paper library card or via the Chat with a Librarian function or email library@gtu.edu for a digital library card. The library card is free and will give faculty full access to print and electronic library resources.

GTU Photo ID Cards

Affiliate students and affiliate faculty who are not In-Residence Faculty members are not eligible to receive GTU photo ID cards.