



# THE DAYTON AREA GRADUATE STUDIES INSTITUTE CROSS REGISTRATION FORM

Date: \_\_\_\_\_

Term, Year Requested: \_\_\_\_\_

## STUDENT INFORMATION

STUDENT SSN: \_\_\_\_\_ GENDER: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (Middle Initial)

LOCAL STREET ADDRESS \_\_\_\_\_

CITY STATE ZIP

DAYTIME PHONE E-MAIL ADDRESS (Required)

DATE OF BIRTH \_\_\_\_\_

## APPROVAL

<b>HOME</b>		<b>PARTNER</b>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	AFIT	<input type="checkbox"/>
<input type="checkbox"/>	UD	<input type="checkbox"/>
	WSU	<input type="checkbox"/>

Home Advisor Approval

Home Registrar Approval

Partner Registrar Approval

This information is for administrative purposes only.

Citizenship:  USA  Other If other, what country? \_\_\_\_\_  
(Only US Citizens are eligible to attend AFIT)

Type of VISA: \_\_\_\_\_

Are you a U.S. Government Employee (either military or civilian)?  
 Yes  No Rank (if military): \_\_\_\_\_ Grade (if civilian): \_\_\_\_\_

State of Residence: \_\_\_\_\_

Major: \_\_\_\_\_  Masters  Ph.D.

Have you ever attended the PARTNER Institution?  Yes  No

Have you applied for a DAGSI Program Enhancement Scholarship for the course(s) listed below?  Yes  No (You must be registered before approval is given for a Program Enhancement)

Do you currently have a DAGSI Competitive Scholarship?  Yes  No

## COURSE INFORMATION

Course Nr.	Course Title	Credit Hours	Instructor/Department Approval (if required)	Registrars' Initial/Date	Add	Drop

I certify that the information by me is accurate. I agree to follow all rules, regulations, practices, and policies of the partner institution and DAGSI while enrolled. I authorize the partner institution to send a transcript of the cross registered course grades to my home institution.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FAX to PARTNER Institution  FAX to DAGSI – 937-781-4005

## FORM PROCEDURES

1. The DAGSI Cross Registration form is available on-line at [www.dagsi.org](http://www.dagsi.org) or can be obtained at the Registrar's Office at your Home Institution.
2. Advisor – Identify appropriate course(s) and any enrollment restrictions or prerequisites. Advisor approval of these courses verifies that they are a part of the student's approved program of study.
3. Home Registrar – Verify student's eligibility to register with Partner Registrar. The student is responsible for obtaining any additional departmental approvals needed to register.
4. Once eligibility has been established, the Partner Registrar will register the student and inform him/her of approval and registration status.
5. **The student is responsible for meeting all registration, drop, add, withdrawal dates of the Partner Institution.**

## DAGSI Policy and Procedure

1. When cross registering for a course, all tuition and fees are paid directly to the partner institution. **IF YOU DO NOT HAVE DAGSI FUNDING, YOU WILL BE HELD LIABLE FOR ALL TUITION AND FEES CHARGED BY THE PARTNER INSTITUTION.**
2. DAGSI scholarships pay **TUITION ONLY**. DAGSI will not pay for any of the following: audit courses, undergraduate courses, remedial courses, courses taken outside the partner schools of engineering and computer science, late fees, dropped course charges, registration or university fees, graduation fees, books, and other miscellaneous items.
3. Program Enhancement scholarships pay for at most two courses per term at a partner institution. (Exception: when a course has an attached lab that is zero credits.)
4. If a student drops a DAGSI course, it is the student's responsibility to notify the Registrar at the HOME Institution **PRIOR** to the drop and refund deadlines of the school teaching the course. Otherwise, any charges associated with dropping a course will be the student's responsibility.
5. **First time cross-registrants to AFIT, MUST** hand carry proof of U.S. citizenship (birth certificate, naturalization) to the AFIT Registrar's Office, building 641, room 102. You will also be required to obtain a base pass. Only U.S. citizens are eligible to attend AFIT. Call (937) 255-6234 x3192 for more information **PRIOR** to coming to the Base.
6. Visit our web site at [www.dagsi.org](http://www.dagsi.org) for further information on DAGSI Policy. It is the student's responsibility to be familiar with DAGSI Policy.
7. This form is subject to the Privacy Act of 1974 (5USC 552A).

## CONTACTS

### AFIT

Dewey Richmond  
[Dewey.richmond@afit.edu](mailto:Dewey.richmond@afit.edu)  
Phone: 937-255-6234 x3122  
FAX: 937-255-2791

### UD

Rosey Terzian  
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Phone: 937-229-3723  
FAX: 937-229-4177

### WSU

Shane Barnette  
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Phone: 937-775-5594  
FAX: 937-775-5597

### DAGSI

Kim Elam, Administrative Assistant  
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