Trinity College

Trinity International University
University Records: 2065 Half Day Road: Deerfield, IL 60015 Phone: (847)317-7050
College Records Contact Information: Fax (847) 317-8107 E-mail: tcrecords@tiu.edu

CROSS-REGISTRATION COLLEGE INTO TEDS/TGS

Trinity College students may register for one TEDS/TGS course per semester (under certain circumstances, more than one course may be allowed—check with the Records Office to see if you qualify). Courses are subject to the deadlines, grading policies, pre-requisites, etc. of TEDS/TGS.

Qualifications:
- Degree seeking undergraduate student.
- Junior or Senior status. Juniors must obtain permission from the College Academic Dean.*
- Minimum cumulative GPA of 3.0.

Procedure:
- Submit your completed form to the Records Office with the Dean’s signature, if needed.
- Form will be held until registration appointments for returning students have finished. If space is available in the desired class, you will be registered for the course.
- Student will be notified by GroupWise e-mail when registered for course or if space was not available.

Tuition Assessment will be as follows:
- For Fall and Spring Semesters
  - If combined registered undergraduate and graduate hours in semester are 12 hours or more, then student will be billed at full-time undergraduate tuition rate and overload hours if applicable.
  - If combined registered undergraduate and graduate hours in semester are less than 12 hours, then student will be billed the appropriate part-time rate for the undergraduate hours and appropriate part-time rate for the graduate hours.
- For Summer Semester
  - Student will be billed the hourly graduate tuition rate

Desired TEDS/TGS course: Semester/Year ____________/______

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Audit Hours</th>
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</thead>
</table>

Purpose for taking this course (cannot be counted for both undergraduate and graduate credit):
- To earn graduate-level credit.
- To earn credits toward my undergraduate degree.
  - For a specific degree requirement, a Substitution/Waiver Form is needed as well.
  - Elective credit: no further paperwork is necessary.
- To audit class.

College Academic Dean Signature: ___________________________ Date: ___________________________

* Juniors only

Student Signature: ___________________________ Date: ___________________________

December 2009