

# ARCHE Cross Registration

## How?

ARCHE means: Atlanta Regional Council for Higher Education

Follow these steps to cross register for a class at another Atlanta institution.

Step 1: Confirm that you are eligible:

- Check out the eligibility guidelines online. <https://www.agnesscott.edu/academics/majors-minors/cross-registration.html>

Step 2: Enroll in a full course load at Agnes Scott (16 units).

Step 3: Use the other institution's course search website to find the classes you want.

- For example: Emory Course Atlas, Georgia Tech OSCAR, Georgia State GoSOLAR

Step 4: Fill out sections 1 and 2 of the Cross Registration Application Form. [Graphic of check boxes and check marks is shown.]

- Fill in the form online and then print it. <https://tinyurl.com/ARCHEform>
- Section 1 asks for information about YOU. [Screen capture of section 1 of the Cross Registration Application form is shown. There are areas for the student to fill in a variety of personal information and demographic information.]
- Section 2 asks for information about the class you want to take. [Screen capture of section 2 of the Cross Registration Application form is shown. This section has places for student to information about where and when they are applying to do ARCHE cross registration. There is a chart which asks for information about the specific course the student would like to take. There is a line at the bottom where the student should sign the form.]
- Questions about completing the form? Watch "ARCHE Form Tips and Tricks"

Step 5: Meet with your advisor (SUMMIT or major) and have them sign section 3. [A thumbs up graphic is shown.]

- Do you want to use the ARCHE course to meet major or minor requirements? [A large checkbox with a check mark graphic is shown.] If so, get the Department Approval Form signed by the Department chair. <https://www.agnesscott.edu/registrar/files/deptapprovalform.pdf> [A screen capture of the Department Approval of ARCHE Coursework form is shown behind the text with the link to the form. The form asks for the Student Name and ARCHE institution. You can also see that the student should fill in information about the specific course and have the department chair sign the form.]

Step 6: Turn the form in to the Registrar (Buttrick 101B) by the deadline.

- Fall Classes: June 15
- Spring Classes: November 15

You find out if you got into the ARCHE course right before the start of classes. [A graphic of a calendar is shown.]

- When you are taking an ARCHE class, the Registrar will add a placeholder class to your schedule in AscAgnes. THEN, you can drop your back-up class.

Remember, this video is an overview. Ask your SUMMIT Advisor any questions. [SUMMIT Advising logo shaped like a compass is shown.]