Baltimore Student Exchange Program (BSEP)
Cross-Registration Request Form
Registrar's or Records Office

For additional information about the BSEP agreement and participating institutions, visit
http://baltimorecollegetown.org/colleges/cross-registration/

YOUR INSTITUTION: **Are you in ROTC?**

VISITING INSTITUTION:

Guidelines

- Complete this form to request permission to take up to two courses per academic year at another (visiting) institution through the Baltimore Student Exchange Program (BSEP).
- Cross-registration is not available or valid for summer or intersession terms.
- First year students and Graduate students are **not** eligible to participate in BSEP.
- If this is your last semester before graduation, consult your registrar's or records office prior to submitting this form.
- Your signature verifies you have read and agree to adhere to the academic calendar and policies, including payment of any course related fees at the visiting institution, while participating in BSEP.

Instructions

1. Complete sections one and two.
2. Secure **all** required signatures in sections two and three, per your institution's requirements (some institutions will accept email confirmations from faculty; check with your registrar's or records office).
3. It is your responsibility to obtain the appropriate signatures before submitting the form.
4. This form must be submitted to your registrar's or records office following the visiting institution's procedures, deadlines and policies.

SECTION 1: Student Information

Full Legal Name:
             Last   First   Middle

Previous Name Used on Academic Records: Preferred Name:

Major:

Address:

City: State: Zip Code:

School Email Address:

Class Year: Student ID #:   Preferred Phone Number:

Date of Birth (M-D-Y):

Emergency Contact: Contact Phone #:

Have you ever been enrolled at the visiting institution?   Have you ever applied to the visiting institution?

Intend to be registered for full-time status (minimum of 12 credits):

Total credits at home institution this semester: Credits needed to graduate:

SECTION 2: Course & Semester Information

VISITING INSTITUTION (List courses based on your priority 1st through 4th choice)

Semester & Year course is offered: Year   Year:

Priority	Department Code	Course #	Section #	Course Title	Credits	Course Schedule Day/Time	Pre-Req Met (if required)
#1							
#2							
#3							
#4							

Please return completed BSEP request form to your institution's registrar's or records office
Submission of grades to your institution will be coordinated by school administrators

Updated: June 2023

Course Instructor Signature - Visiting Institution   Date

*Required for JHU/Peabody, MICA students if prerequisite is not satisfied.

YOUR INSTITUTION EQUIVALENCY (Completed by your institution's administrator, if applicable)

Priority	Department Code	Course #	Course Title	Department or Dean Signature (Loyola or TU students)
#1				
#2				
#3				
#4				

SECTION 3: Signatures (Your Institution)

*Your signature verifies you have read and agree to adhere to the academic calendar and policies, including payment of any course related fees, at the visiting institution while participating in BSEP.

Student Signature   Date

*Required for all students

Academic Advisor Signature   Date

*Required for Goucher, JHU, Peabody, Loyola, MICA, Morgan, Notre Dame, Stevenson, and UB students.

Faculty/Major Advisor Signature   Date

*Required for JHU-Engineering students.

Academic Advising & Support Center Signature   Date

*Required for Loyola students.

Special Approval Signature   Date

*Required for UMBC ROTC students.

SECTION 4: Registrar's or Records Office (Your Institution)

BSEP Coordinator Signature   Date

*Required for all students.

Please return completed BSEP request form to your institution's registrar's or records office
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