Luther Seminary and Lutheran Theological Seminary at Gettysburg (LTSG) Cross-Registration and Grade Report

INSTRUCTIONS FOR STUDENT:

1. Before completing forms, a student wishing to cross-register should verify that the desired course is being offered by referring to the most recent course schedules available on the secondary/host school's website.
2. Forms should be completed and submitted to the registrar at your home school via your campus email account.

INSTRUCTIONS FOR REGISTRAR:

1. After approval at the school of primary/home registration, the application form shall be emailed to the registrar's office of the school of secondary/host registration.
2. The Registrar at the school of secondary/host registration shall process the form and return it, approved, to the school of primary/home registration.
3. When the course is completed and the grade report is available, the Registrar at the school of secondary/host registration shall complete the Grade Report and send it to the school of primary/home registration.

TO BE COMPLETED BY STUDENT

Please check for schedule revisions. Incompletes will be governed by the policies of the school of secondary/host registration. This form must be returned to your registrar via your campus email account. Please write "ELCA Seminaries Cross-registration" in the subject line.

Name Last _____ First _____ MI _____

Street Address _____

City _____ State _____ Zip _____

E-mail address _____ Telephone (_____)_____

School of PRIMARY/HOME registration _____

School of SECONDARY/HOST registration _____

Candidate for degree of _____

COURSE INFORMATION

Year_____ Course number:_____ Title _____

Instructor: _____ Grade Option: Letter _____ Pass/Fail _____ Audit _____

Signature of Student – please type _____
(Submission of form constitutes permission to
send grades to your school of primary/home registration)

FOR OFFICE USE ONLY

Approval of Primary/Home Registration

Signature of Registrar _____

Date_____ Student ID_____

Approval of Secondary/Host Registration

Signature of Registrar _____

Date_____ Student ID_____

Course Dropped/Date _____ Course Closed _____ Course Cancelled _____

GRADE REPORT

Course Number _____ Grade_____ Date_____

Comments: _____

_____

Signature of Registrar _____