

Marian University Office of the Registrar - CUE Registration

Marian University is a member of the Consortium for Urban Education (CUE) in the Indianapolis area. By special arrangement among the member institutions, undergraduate students are given the opportunity to enroll in undergraduate courses at other CUE institutions which are not available at their Home institution. Cross registration enables undergraduate students to enhance their degree programs by taking an undergraduate course at another CUE institution and receiving credit at their Home institution upon successful completion of the course. Note that academic calendars for each CUE institution vary. For your convenience, here are links to CUE institution home pages and academic calendars.

Home Pages	Academic Calendars
• Butler University	• Butler University
• Franklin University	• Franklin University
• IUPUI	• IUPUI
• Ivy Tech Community College – Central Indiana	• Ivy Tech Community College – Central Indiana
• Marian University	• Marian University
• Martin University	• Martin University
• University of Indianapolis	• University of Indianapolis

Policy and Eligibility

Eligibility for CUE enrollments shall be determined by the student's Home institution and is subject to conditions outlined below.

- **A student may enroll in a maximum of one CUE course a semester, not to exceed a total of four courses throughout the student's program.**
- Students may register for credit courses offered by other CUE institutions in the same term on a space-available basis.
- The consortium is not available to students during summer sessions.
- Students enrolling in a Marian course as a CUE student cannot enroll in any other course or courses at Marian under another admit status for the same term.
- Students may use the cross registration system to register for ROTC courses at IUPUI without negating the possibility of cross registration in one other course in addition to ROTC.

Conditions

Home = where the student is regularly enrolled

Host = where the student desires to cross register

1. The student is enrolled in at least three credit hours at their CUE-member Home institution.
2. The student is degree-seeking or seeking certification for teaching. Non-degree seeking students are not permitted to cross-register.
3. The desired course is not currently available at the Home institution or is filled.
4. Space is available in the desired course at the Host institution.

5. The student has satisfied all the course prerequisites and/or has met the admission standards of the Host institution.
6. Application does not automatically assure admission to the course.
7. Tuition, where required, is paid to the Home campus.
8. The student is responsible for payment of any additional course fees, lab fees, materials, etc. to the Host institution, where appropriate.
9. In case of differing academic regulations, those of the Host institution will ordinarily apply.
10. The student is not permitted to Audit a cross-registration course.

Courses Not Included

1. Some courses that include field experience (i.e. methods courses, student teaching)
2. Applied music courses – including private lessons
3. Independent study courses
4. Capstone/senior seminars
5. Tourism, Convention, and Event Management (TCEM) courses at IUPUI
6. Kelly School of Business courses at IUPUI
7. Remedial courses at IUPUI
8. Overseas Study courses
9. Marian Adult Program (MAP) courses at Marian University
10. Marian University Online Nursing Program courses

CUE Registration Procedures at Marian University

1. The student obtains a CUE Cross Registration Application from the Cross Registration Officer (CRO) at the Home institution. At Marian, the CRO is:

Hanna Varys-Associate Registrar
Office of the Registrar
Marian Hall-Room 104
317-955-6055
hvarys@marian.edu

2. The student consults with their advisor for the course selection.
3. The student secures the signature of their Marian University advisor. *The CRO or the CUE Dean will sign the form upon submission to the Office of the Registrar.*
4. The student submits the completed form to the Office of the Registrar at Marian University.
5. The CRO determines final eligibility of the student to enroll through CUE.
6. Marian's CRO will determine if space exists in the course. If so, Marian will send the application to the Host institution's CRO.
7. Marian's CRO completes arrangements for the student
 - a. Secures a place in the desired class (if available)
 - b. Contacts student, via email, regarding enrollment in the course
8. Student contacts host CRO for information about their institutional policies, such as parking regulations, student ID cards, etc., if host CRO does not provide advance information to student.
9. The student pays any laboratory or special fees to the Host institution.
10. The Host CRO transmits the official final grade to the Marian CRO where it will be processed.

11. The course and grade will appear on the Marian transcript as having been taken while a student at Marian. The grade will be included in the Marian grade point average.

Marian students are discouraged from registering for a CUE course during their final semester before graduation, as differences in semester ending dates at the Host institution and grade reporting time may result in the postponement of their graduation.

Deadlines for CUE enrollment

Marian University students can obtain CUE forms at the start of the posted registration period. All CUE forms must be returned to the Registrar's Office by August 1st for the fall semester and December 1st for the spring semester. This deadline will be strictly adhered to.

Students from other institutions: Marian University will accept forms beginning August 1st through August 14th for the fall semester and December 1st through December 14th for the spring semester. The Marian CRO officer will confirm enrollment of host students with the host CRO.