

# Association of Chicago Theological Schools

## CROSS-REGISTRATION AND GRADE REPORT

### TO BE COMPLETED BY STUDENT

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

Student Name Last [redacted] First [redacted] Mi [redacted]  
Street Address [redacted] City [redacted] State [redacted] Zip Code [redacted]  
Email [redacted] Daytime Telephone [redacted] Birth Date [redacted]  
School of PRIMARY registration [redacted]  
School of SECONDARY registration [redacted]  
Candidate for degree of [redacted]

### COURSE INFORMATION

Year [redacted] Term [redacted] Fall, January, Winter quarter, or Spring Summer  (CTS, LSTC, MTS, M/L **only**)  
Course number: [redacted] Title [redacted]  
Section [redacted] Instructor [redacted] Days [redacted] Time [redacted]  
Semester Hours [redacted] Quarter Hours [redacted]  
Grade option requested Letter grade  Pass/Fail  Audit

[redacted]

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

### FOR OFFICE USE ONLY

#### APPROVAL OF SCHOOL OF PRIMARY REGISTRATION:

[redacted]  
(Signature of Registrar)  
Date [redacted] Student's ID# [redacted]  
Course Dropped/Date [redacted]

#### APPROVAL OF SCHOOL OF SECONDARY REGISTRATION:

[redacted]  
(Signature of Registrar; Dean's signature for Independent Study)  
Date [redacted] Student's ID# [redacted]  
ACTS Category [redacted]  
Course Closed  Course Cancelled

### GRADE REPORT

Course number [redacted] Section [redacted] Title [redacted]  
Date [redacted] Grade [redacted] Semester Hours Credit [redacted]  
Comments [redacted]

[redacted]

Signature of Registrar

### **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 in the ACTS catalog or on the secondary school's website.
2. Forms should be completed and submitted to the registrar at your home school via your campus email account.
3. PhD students may only use this form to cross-register with an ACTS seminary that offers a PhD degree. PhD courses at:
  - a. CTS 500 and 600-level
  - b. G-ETS 800 and 900-level
  - c. LSTC 500 and 600-level
  - d. TEDS 7500-level and above

### **INSTRUCTIONS FOR REGISTRAR:**

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