

**RECIPROCAL AGREEMENT FOR CROSS-REGISTRATION BETWEEN
HOLLINS UNIVERSITY AND ROANOKE COLLEGE**

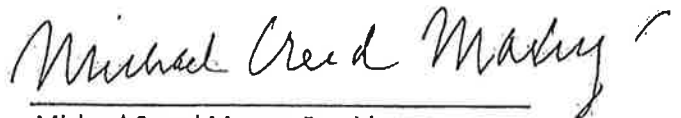
1. The purpose for allowing students at the two colleges to cross-register for courses is to provide a wider choice of courses and to take advantage of the knowledge and expertise of the faculties of the two campuses. Students may not cross-register for courses that are offered during the term of registration on the home campus. Students are expected to have a valid reason for the request to cross-register.
2. The cross-registration option is open to full-time, undergraduate students only. All other students who wish to take a course at the other institution must apply through the appropriate office of admission and pay the appropriate tuition and fees.
3. Decisions about the use of these courses with regard to satisfying degree requirements will be at the discretion of the home institution.
4. This agreement applies only to fall and spring term, and students are not allowed to cross-register for more than two courses in a term.
5. There will be no exchange of fees related to tuition, except as noted in Attachment A. Students will, however, be responsible for paying any special fees associated with their registration.
6. Deadlines will be set and enforced by the institution offering the course. Students are expected to know and to meet these deadlines. Drop/add procedures will be set by the institution offering the course. Failure to properly drop a class at the appropriate time will result in a failing grade.
7. Registration for a course will be allowed on a space available basis as determined by the host institution.
8. Students are expected to know and respect the conditions of the Honor/Academic Integrity Code of the host institution. Violators will be dealt with by the host institution and notice will be forwarded to the home institution.
9. Students must complete the appropriate form (Attachment B) and submit it for approval to their home Registrar's Office. Questions may be directed to the staff of the Registrar's Office at either institution.

This agreement is in effect for a period of five years. It may be renewed for additional five year terms thereafter upon the written consent of both parties.



Nancy Oliver Gray, Interim President
Hollins University

Date: August 4, 2019



Michael Creed Maxey, President
Roanoke College

Date: August 4, 2019

ATTACHMENT A

Addendum to Reciprocal Agreement between Hollins University and Roanoke College Enrollment in Foreign Language Tutorials

Students from either school will be allowed to enroll in foreign language courses that are being taught on a tutorial basis (i.e., courses reimbursed via a stipend per student; not part of regular load or paid at normal part-time rate). The home Institution of the student will reimburse the other Institution to cover the cost of this stipend. Each Institution will be responsible for billing the other. Bills will be sent at the conclusion of the add period at the host Institution. Each Institution has the option to collect this money from the student as a special charge.

Decisions on whether to offer a course as a tutorial or as a regular course are made based upon the enrollment of students from the home institution; that decision may be made any time before the first day of class. Students from the other institution enrolled in such a class will be notified of the change in status.

Enrollment in tutorials will require the permission of the instructor. The procedure for registering for tutorials will be same as for other courses taken through the Reciprocal Agreement.

