

Guilford Technical Community College

Registration Information and Procedures

Kristen Fowler Transfer Credit Evaluator 336-334-4822 Ext. 50068, kmfowler@gtcc.edu

Schedule Adjustment

Students may add classes during the drop/add period if they have written permission from their HOME institution. The consent must be documented on the consortium form. All students are required to abide by the HOST campus's rules, guidelines, and deadlines pertaining to dropping classes and withdrawals. To withdraw, students must withdraw formally from both their HOME and HOST campuses.

Use of Educational Resources

Educational resources and support services at the HOST campus are made available to consortium students as required. These include research and library resources. Students will need to show the consortium receipt to library officials to gain library privileges.

An ID card will not be issued by the HOST campus to students from other campuses who are participating in the consortium program. As a result, consortium students are not eligible to use recreational facilities which require a HOST campus ID card.

Grades and Grading Procedures

It is the responsibility of the HOST institution to send the HOME institution the grade of the consortium student at the completion of the semester. This grade is recorded on the student's transcript at his or her HOME campus.

A student requesting a grade change will need to abide by the governing policies of the HOST institution. All students participating in the consortium program should contact the Registrar's Office of the HOST campus to determine the appropriate procedures for grade changes.

GREATER GREENSBORO CONSORTIUM WEBSITE CAN BE FOUND AT reg.uncg.edu/GGC.

Registration Contact Information

Each institution has varying registration processes. In order to ensure correct registration procedures, please contact the following individuals at participating institutions:

Elon University

Alexander Taylor, Assistant Registrar
336-278-6679
ataylor29@elon.edu

Greensboro College

Travis Mickey, Registrar
336-272-7102, Ext. 5201
travis.mickey@greensbro.edu

Guilford College

Tammy Martin, Assistant Registrar
336-316-2948
tmartin@guiford.edu

Guilford Technical Community College

Kristen Fowler, Transfer Credit Evaluator
336-334-4822 Ext. 50068
kmfowler@gtcc.edu

High Point University

Ann Miller, Associate Registrar
336-841-9205
amiller@highpoint.edu

North Carolina A&T State University

Eduardo Romero, Associate Registrar
336-285-4049
elromero@ncat.edu

University of North Carolina at Greensboro

Ashley Tuck, Registration Specialist
336-334-3720
actuck@uncg.edu

Bennett College

Sam Grogg, Interim Registrar
336-370-8620
sgrogg@bennett.edu

Procedures for Registering

**** If GTCC is your HOME Institution ****

GTCC students can cross-register to take classes at any of the other seven approved institutions. Course schedules from participating institutions can be found at reg.uncg.edu/GGC. The following administrative procedures must be followed to properly enroll and receive credit:

1. Students eligible to participate in the GGC must pick up the consortium form at the Registrar's Office or at any Student Success Center Campus. Visit these three locations.
 - a. **First Floor, Applied Technologies Center, Jamestown (Registrar's Office)**
 - b. **Building H1 #133, High Point Campus**
 - c. **Continuing Education Center #132, Greensboro Campus**
2. Fill out the form and list which course(s) you are requesting to take at the HOST campus.
3. You must have Shelia May, Associate VP of Instruction, and your HOME campus Registrar's Office approve any course(s) you wish to take at another institution by signing the consortium form.
4. Check with GTCC Campus Registrar's Office,
5. First Floor, Applied Technologies Center, Jamestown Campus for consortium registration dates at the HOST campus you plan to attend.
6. Go to the HOST campus and register on the appropriate dates. Bring your signed consortium form with an unofficial transcript.
7. After registering at the HOST campus, you are to bring your HOST registration schedule and the consortium form to GTCC Registrar's Office.
8. Your schedule will be noted and you will be advised of any tuition adjustments. (The additional courses will count in the amount of curriculum credit hours for the current semester.)
9. GTCC campus Registrar's Office will issue your consortium parking pass for the HOST campus
10. The Consortium Program is not available during the Summer Term. [Go to the Greater Greensboro Consortium webpage.](#)

**** If GTCC is Your HOST Institution ****

1. An RCN number is required if you are a new visiting consortium student to GTCC. Please visit [North Carolina Residency Determination Service](#).
2. It is highly recommend that visiting students complete a GTCC admission application and send an unofficial college transcripts prior to consortium registration. There is no admissions application fee. [Download the consortium application](#). The application and unofficial transcripts can be sent to kmfowler@gtcc.edu.
3. Students from participating GGC colleges are eligible to cross-register for courses at GTCC during assigned registration dates and during the drop/add period.
4. Check with your HOME campus Registrar's Office to obtain registration dates.
5. Visiting students must bring in their completed consortium form signed by their HOME campus Registrar with an unofficial transcript to GTCC Registrar's Office 1st Floor, Applied Technologies Center, Jamestown Campus Enrollment Services Office.
6. Students may register for GTCC courses on a space available basis.
7. Consortium students are also responsible for meeting any course prerequisites (if applicable) and restrictions which apply to GTCC courses (example limited enrollment program courses).
8. Visiting Student parking tags are issued by your HOME campus (Parking Services or Registrar's Office).

Limits

There is no limit to the number of courses that consortium students may take at other institutions, however the student must take at least an equal number of credits at their HOME campus. This program is not intended for courses that are designed to be self-supporting, so independent studies are not available.

Tuition and Fees

Tuition and fees are paid to the HOME campus. Fees are not charged by the HOST campus for cross registration courses unless there are special charges (such as lab fees, insurance, p.e. course materials, etc.). In these cases, consortium students must pay these charges to the HOST campus.

Financial Aid

Financial Aid is awarded, disbursed, and accounted for by the financial aid officer on the student's HOME campus. No funds are exchanged among participating institutions.

Purpose of the Consortium

The Greater Greensboro Consortium (GGC) is a program designed to expand the options available to degree seeking students who are currently enrolled in one of the eight colleges and universities in the surrounding area. Its primary purpose is to assist a student in registering for a course(s) elsewhere that is unavailable in a given semester on the student's home campus.

Consortium Definitions

Participating Institution

Any college or university approved by the GGC to participate in the cross-registration program. These include Elon, Greensboro, GTCC, Guilford, High Point, NC A&T, and UNCG.

Home Campus

The participating institution at which a student is enrolled in a degree program.

Host Campus

A participating institution (other than a student's home campus) at which a student takes one or more courses through the GGC program.

Consortium Eligibility

Consortium students must be degree- seeking students in good academic standing (2.0 GPA or higher), currently enrolled in one of the participating institutions. They must have the permission of the coordinating officer (normally the Registrar) from their HOME Campus. Consortium students must be eligible to take English 111 and Math 143, MAT 152, or MAT 171 courses without developmental co-requisites or have already completed these aforementioned English and Math courses. Early Middle College or Career and College Promise students are not eligible to take courses through the Consortium program.

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