Southern University Naval ROTC
Cross-Registration Instructions for LSU Students

You are a student at Louisiana State University. However, your Naval Science Courses are offered and taken at Southern University. LSU students are allowed to “Cross-Enroll” in SU courses through an agreement between the 2 schools.

As an LSU student, it is your responsibility to cross-register for the Naval Science courses you will be taking each semester. Since this is your first semester, I want to help you get started.

**How to Cross-Enroll:**
1. Acquire a Cross-Registration form. It’s officially labeled “Inter-Institutional Cooperative Program” and is available either at the Southern University NROTC website (under Incoming Freshman), the SU Registrar’s Office, from your UCFY advisor at LSU, or from the LSU Registrar’s Office.

2. Figure out what classes you need to register for. Again, I will help you for the first semester. In later semesters, you will figure this out from your degree plan and with guidance from your advisor. During your first semester, you will be taking Naval Science 100, Naval Laboratory and Naval Science 101, Introduction to Naval Science. The days and times are listed below.

3. Fill out the Cross-Registration form. Blocks 1-10 are self-explanatory. Block 11 is where you put the courses you want to register for. Fill this out so that it looks like what you see below:

   (WRITE NEATLY!)

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course Title</th>
<th>Course No.</th>
<th>Section</th>
<th>Hrs credit</th>
<th>Time &amp; Days</th>
<th>Bldg/Rm No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS</td>
<td>Intro to Naval Science</td>
<td>101</td>
<td>01</td>
<td>2</td>
<td>MW 7-7:50</td>
<td>McNair 204</td>
</tr>
<tr>
<td>NAVS</td>
<td>Naval Laboratory</td>
<td>100</td>
<td>01</td>
<td>1</td>
<td>Th 6:00-7:20</td>
<td>McNair 204</td>
</tr>
</tbody>
</table>

4. Fill out blocks 12-14 and sign where designated. This way, you know when your Naval Science classes are, and you can schedule around them.

   NOTE: Due to the time for commuting to and from NROTC classes, DO NOT register for any classes that start before 9am on Mondays, Wednesdays, or Fridays or before 8am on Tuesdays. This allows time for driving to LSU, finding a parking spot, walking to class and getting there on time.

5. Take your signed cross-registration form to your specific College at LSU (College of Sciences, College of Engineering, College of Business, etc). Have your College’s Dean sign your cross-registration form. Your UCFY can forward your cross-registration to the Registrar, but make sure you also complete the next step, just to make absolutely sure it gets done.

6. Print 3 copies of your completed (signed by your Dean) cross-registration form, then turn it in to Doug Villien at the LSU registrar’s office. Be sure to keep a copy for yourself - just in case.

   **Call me if you have any questions!**