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**CROSS-REGISTRATION INSTRUCTIONS FOR STARK STATE COLLEGE**

**STUDENTS TO TAKE A FREE CLASS AT KENT STATE STARK**

This cross-registration program allows for full-time Stark State College students to take one free class

in the fall and one free class in the spring at Kent State Stark. This program is not available in the summer. A letter of good standing and a copy of your schedule will be required each time you register for a free class at Kent State Stark.

**ELIGIBILITY TO TAKE A FREE CLASS AT KENT STATE STARK:**

* You must be a degree-seeking, full-time (12 or more credit hours) Stark State College student for   
  the term desired at Kent State Stark.
* You must have completed a minimum of one semester at Kent State Stark (post-secondary coursework does not apply).
* You must be an Ohio resident (for tuition purposes).
* You must be in good academic standing at Stark State College with a 2.00 GPA or better.

**ADMISSION & REGISTRATION AT KENT STATE STARK:**

* Apply online at **www.kent.edu/stark/apply-now** as a GUEST student. There is no admission   
  fee. Be sure to provide your high school and college information.
* Provide an official letter of good standing from the Registrar’s office at Stark State College.   
  It can be sent directly from their office to Bobbi Groves at 330-499-0301 (fax) or email bgroves1@kent.edu.
* Provide Kent State Stark with a copy of your Stark State College full-time schedule for the semester desiring one free class.
* If the Kent State Stark course requires a pre-requisite, a transcript from Stark State College will   
  be required. An unofficial copy will be accepted.
* After you receive approval from Kent State Stark, you may then register for your class. Contact Bobbi Groves at 330-244-3244 once you have registered to have the fee waiver applied to your student account. The program only covers tuition, so you are responsible to pay any fees.
* A letter of good standing and a copy of your full-time schedule must be turned in each semester that you wish to take a free class (not available in summer). You must receive approval before registering.
* Fall and Spring paperwork deadlines: One week before classes begin.