

Cross-Registration Agreement Between SUNY Corning Community College and Elmira College for Cross-Enrollment in Theatre Courses

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Purpose

To establish a collaborative agreement allowing SUNY Corning Community College (SUNY CCC) students to take designated theatre courses at Elmira College at the SUNY CCC tuition rate, enhancing academic opportunities and creating a clear, affordable pathway in theatre education between the two institutions. This partnership not only fills curricular gaps—particularly in technical and design areas where SUNY CCC currently lacks coursework—but also supports student safety, effective stagecraft, and career readiness. Training in set construction, lighting, sound, and projection is essential for theatre and transferable to technical careers. Beyond technical skills, the collaboration enhances artistic growth, fosters collaboration, and builds theatre skills valuable across a variety of careers in the field.

For Elmira College, this agreement strengthens enrollment in the theatre program by establishing a robust pipeline of incoming students through the 2+2 articulation and scholarship pathways. By offering reduced tuition and access to advanced facilities and faculty expertise, Elmira College becomes a preferred transfer destination for SUNY CCC students pursuing theatre. This collaboration not only expands access to high-quality theatre education but also builds a stronger regional workforce, with opportunities for real-world experience through local internships and employment, including partnerships with organizations such as the Clemens Center. Together, the institutions are investing in the future of performing arts education and career development across the Southern Tier.

Parties of the Agreement include:

SUNY Corning Community College (SUNY CCC), 1 Academic Drive, Corning, New York 14830

Elmira College (EC), 1 Park Place, Elmira, NY 14901

Scope and Terms of the Agreement:

1. SUNY CCC students will be eligible to enroll in a maximum of four theatre courses at EC not to exceed two courses per semester starting January 1, 2026.
2. Theatre courses offered in the Elmira Course Catalog for the academic years of this agreement will be available for enrollment to SUNY CCC students provided an equivalent course is not available at SUNY CCC. Exceptions must be approved by the SUNY CCC Theatre Coordinator.
3. The SUNY CCC Theatre Coordinator in consultation with EC Theatre Program Director may determine and agree that a course that is taught at both institutions may be offered to the SUNY CCC student at EC in certain circumstances. For example, similar coursework that incorporates applied learning experiences will be valuable at both institutions, and each offers unique productions.

4. Course eligibility will be determined by SUNY CCC Theatre Coordinator in consultation with EC Theatre Program Director. Factors to be considered include:
 - GPA requirements: it is recommended that SUNY CCC students have a GPA of 2.5 or higher
 - Course Capacity Limits: a course cap is enforced, and once capacity is reached, no additional SUNY CCC students may be added.
 - Priority registration for Elmira students: EC students have first priority during registration. SUNY CCC students may enroll only after Elmira student registration is complete.
 - Academic Standing: SUNY CCC students must be in good academic standing with no conduct issues.
 - Theatre Coordinator Approval: SUNY CCC Students must receive approval to cross-register for the course or courses.
5. The SUNY CCC Theatre Coordinator shall initiate the EC/SUNY CCC Cross-Registration Class form and submit this to the Associate Dean of Instruction (ADI) of the Liberal Arts and Professional Studies (LAPS) Division for review. The ADI shall submit this form through the process outlined on the form below. Signatures from the Registrar and Bursar will be required.
6. EC and SUNY CCC acknowledge differences in tuition, including in-state, out-of-state, and part-time models. For this agreement, EC agrees to offer students enrolled in the approved EC theatre course each semester the current SUNY CCC cost tuition credit per hour plus applicable course fees. For example, if the SUNY CCC tuition credit per hour rate is \$237, one student enrolled in one three credit course would result in EC billing SUNY CCC \$711 and where applicable, associated individual course fees.
7. The process for enrollment at EC will require SUNY CCC students to complete online the EC Non-Degree/Non-Matriculated Student Form. Upon processing of this form, the student will be registered in the EC course.
8. The SUNY CCC student must have completed their FAFSA and Certificate of Residence to ensure in-state tuition as applicable.
9. SUNY CCC can include the EC course credits in the student's total credit load and tuition. As such, the student's existing financial aid package can be applied to cover this bill.
10. One bill will be sent at the end of the EC withdrawal period for each approved SUNY CCC student registration at EC. The bill should be sent to: SUNY Corning Community College, Attention: Student Accounts Office, 1 Academic Drive, Corning, NY 14830 or emailed to: student-accounts@corning-cc.edu.
11. SUNY CCC will pay the bill to EC within 30 days of receipt.
12. Upon registration, a student agrees to be responsible for the educational costs associated with their registration.
13. If the EC theatre course is not approved officially through the steps outlined in this agreement, and the student enrolls separately or on their own at EC, the student will not be able to use their SUNY CCC financial aid for the course and separate payment by the student to EC will be required.

14. Upon acceptance into the course, EC will waive requirements for on-campus housing and meal plans. EC student email, access to MyEC, student ID, and parking pass (at no charge) will be administered. Typical part-time commuter services will be afforded (to include use of academic lounges, library, academic buildings, public areas, and dining hall service) at the personal expense of the student.
15. Upon completion of the EC course, it is the responsibility of the SUNY CCC student to request an official transcript through the National Student Clearinghouse.

Elmira College and SUNY Corning Community College further agree to the following:

To uphold policies that do not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction and to comply with all Federal, State and Local regulations in this regard.

To mutually make modifications to this agreement approval of SUNY CCC and EC is required.

Indemnification: Notwithstanding the availability and policy limits of any insurance, both parties, shall defend, indemnify and hold harmless the other and its affiliates, members, directors, trustees, officers, students, employees and agents ("Indemnified Parties") against any claims made or legal actions brought against an Indemnified Party(ies) by any person or entity as a result of injuries, damages, expenses and losses actually or allegedly incurred by such a person or entity ("Liabilities") arising out of or relating to performance or failure to perform pursuant to this Agreement, except where the Liabilities are the result of the Indemnified Party's own direct and sole negligence. The parties' obligation shall include the cost of the Indemnified Party(ies)' defense against such claims or actions. This obligation shall survive the termination, completion or expiration of this Agreement. The damaging party agrees to promptly notify the other of any claim or action brought in connection with this Agreement and thereupon shall promptly take over and defend any such claim or action.

To pledge that if either party wishes to cancel this agreement, the cancellation will be done without jeopardy to those students already enrolled to allow them to complete the course(s), with 60 days notice prior to the start of the semester.

This agreement will be reviewed and renewed every three (3) years with a signed agreement by the participating parties or when a change of curriculum, policy, or program requirements occurs at either institution that would affect the validity of the agreement.

Step-by-Step Enrollment Process

1. Student Identifies Interest

- Party Responsible: SUNY CCC Student
- Student expresses interest in enrolling in a specific Elmira College (EC) theatre course to the SUNY CCC Theatre Coordinator.
- Student should start this process at least 30 days prior to the start of the EC term.

2. Check Course Availability & Equivalency

- Parties Responsible: SUNY CCC Theatre Coordinator & EC Theatre Program Director.
- Confirm:
 - The course is not offered at SUNY CCC *or* is approved for cross-institutional enrollment under special circumstances.
 - Course is listed in EC's official course catalog.

3. Verify Student Eligibility

- Parties Responsible: SUNY CCC Theatre Coordinator and EC Theatre Program Director.
- Ensure the student:
 - Has a recommended GPA of 2.5 or higher
 - Is in good academic standing
 - Has no reported conduct issues
 - Has approval from the SUNY CCC Theatre Coordinator
 - Enrolls only after EC students complete registration
 - Does not exceed two courses in any one semester
 - Is eligible considering course capacity limits

4. Theatre Coordinator initiates the EC/SUNY CCC Cross-Registration Class form.

- Party Responsible: SUNY CCC Theatre Coordinator, LAPS ADI, SUNY CCC Registrar, SUNY CCC Bursar
 - Submit the form through the identified process.
5. Student Submits EC Non-Degree/Non-Matriculated Student Form
- Party Responsible: SUNY CCC Student
6. Student has completed a FAFSA and Certificate of Residency as applicable.
7. EC Processes Student Enrollment
- Parties Responsible: EC Admissions and Registrar Offices
 - Student officially registered at EC
8. Student onboards for class at EC
- Parties Responsible: SUNY CCC Student and Relevant EC Offices
 - Student obtains ID and Parking Pass (at no charge), activates email and access to MyEC, buys textbooks etc.
 - Access to commuter services: lounge, library, academic buildings, and dining (at personal expense)
 - Housing and meal plan requirements are waived
9. Billing Process Initiated
- Party Responsible: EC Student Accounts Office
 - EC Bursar will generate a bill in which the SUNY CCC tuition credit per hour cost is applied to the number of credits taken. See this page for the SUNY CCC tuition credit per hour rate: <https://www.corning-cc.edu/admissions-future-students/costs.php>
 - A bill is generated and sent to SUNY CCC:
 - Mail to: Corning Community College, Attention: Student Accounts Office, 1 Academic Drive, Corning, NY 14830
 - Email to: student-accounts@corning-cc.edu
10. SUNY CCC Applies Financial Aid as applicable

- Party Responsible: SUNY CCC Student Accounts
- Course credits and tuition are added to the student's SUNY CCC enrollment.
- Existing financial aid covers tuition at the SUNY CCC tuition rate (per agreement), inclusive of any applicable course fees. In the event that a SUNY CCC student is not eligible for financial aid, the student will remain personally responsible for paying their SUNY CCC tuition bill, which includes the cost of the approved EC theatre course. The tuition rate for the EC course will be assessed at the current SUNY CCC tuition rate, and payment must be made in accordance with SUNY CCC's billing policies and deadlines.

11. Course Completion & Transcript Transfer

- Parties Responsible: EC Registrar and SUNY CCC Registrar
- After course completion, it is the responsibility of the SUNY CCC student to request an official transcript through the National Student Clearinghouse.
- Upon receipt of this grade, the SUNY CCC Registrar will update the student's transcript.

Important Notes:

- If a SUNY CCC student enrolls independently at EC without following this official process:
 - Financial aid from SUNY CCC will not apply
 - Student must pay EC directly out-of-pocket

SUNY CCC EC/Cross- Registration Class Form

To be initiated by the SUNY CCC Theatre Coordinator upon approval

Section 1: Course & Student Information

Student Name: _____

Student ID Number: _____

Email Address: _____

Phone Number: _____

EC Course Title: _____

EC Course Number (e.g., THEA 1010): _____

Semester/Year: _____

Credits: _____

SUNY CCC Theatre Coordinator Approval

I confirm that this course aligns with the approved program agreement and is eligible for consortium status.

Signature: _____

Name (Printed): _____

Date: _____

Associate Dean of Instruction (LAPS Division) Review

I have reviewed the consortium course request and approve it for submission.

Signature: _____

Name (Printed): _____

Date: _____

Administrative Processing

To be completed by Registrar and Bursar.

Registrar Office Use Only

Student enrolled under cross-registration agreement

Cross-registration recorded

Signature: _____

Name (Printed): _____

Date: _____

Bursar Office Use Only

Billing adjustments complete per cross-registration agreement

Tuition shared as outlined

Signature: _____

Name (Printed): _____

Date: _____

Submission Process:

The completed and signed form must be submitted by the ADI to the Registrar's Office and Bursar for final processing.

All records should be retained in accordance with SUNY CCC policy.

APPROVED FOR:

ELMIRA COLLEGE

Patricia S. Ireland
Patricia S. Ireland (Dec 5, 2025 14:47:47 EST)

pireland@elmira.edu
Patricia Ireland _____ Date
Provost
Sarah K. Chalmers
Sarah K. Chalmers (Dec 5, 2025 15:10:20 EST)

schalmers@elmira.edu
Sarah K. Chalmers _____ Date
Director of the Theatre Program

SUNY – CORNING COMMUNITY COLLEGE

Tony Wohlers
Tony Wohlers (Dec 5, 2025 09:04:12 EST)

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Dr. Tony Wohlers, Vice President of Academic Affairs _____ Date

Lisa Patrick

lpatric1@corning-cc.edu
Lisa Patrick, Executive Director of Finance _____ Date

Debbie Beall
Debbie Beall (Dec 5, 2025 12:34:53 EST)

beall@corning-cc.edu
Deborah Beall _____ Date
Associate Dean, LAPS Division

Michael Hurd
Michael Hurd (Dec 5, 2025 13:19:26 EST)

mhurd6@corning-cc.edu
Mike Hurd _____ Date
Theatre Coordinator