The Birmingham Consortium for Higher Education (BACHE) is a partnership among the five, four-year colleges and universities in the greater Birmingham area. Created by the presidents in 1996 to advance academic excellence through collaborative activities and shared resources, BACHE enhances educational opportunities for students and provides services and support to faculty, staff and the community.
Cooperative Course Exchange Program

The purpose of the Cooperative Course Exchange Program is to expand educational opportunities for students. Underlying that goal is the principle that each member institution’s primary obligation is to its own students.

For additional information on the Cooperative Course Exchange Program please see the Official Policies and Procedures and the member institutions’ course catalogs on the left.
POLICIES:

1. In order to participate in the Cooperative Course Exchange Program, individuals must be full time, regularly admitted, degree-seeking undergraduate students at a member institution.

2. Only undergraduate courses can be taken through the Cooperative Course Exchange agreement.

3. Unless circumstances of a specific and justifiable nature warrant otherwise, students are limited to taking one course per academic term through the cooperative arrangement. Any exceptions to this principle will require the approval of the chief academic officer of the Home institution or his or her designated representative.

4. Enrollment in classes at a Host institution is to be on a space-available basis.

5. Enrollment in a specific class gives a student access only to those facilities at the Host institution needed to complete the requirements of that class.

6. There will be no additional cost to students participating in the Cooperative Course Exchange Program except for associated laboratory or other special fees.

7. Students will observe all regulations in effect at the Host institution during the term in which they are enrolled including, but not limited to, adherence to honor codes, attendance policies, calendar deadlines and procedures for withdrawing from classes.

PROCEDURES:

1. Students who desire to take a course at a Host institution must obtain required signatures on the Home institution's Cooperative Course Exchange Registration Form.

2. The Home campus Registrars Office will enroll only those students who
meet the requirements stated in the Cooperative Course Exchange Program Policy #1 and who provide them with the properly signed approval form.

3. The student's Home Registrars Office will be responsible for sending a copy of the approval forms and enrollment data to the host institution and will insure that enrollments are handled according to the policies and guidelines of the institutions.

4. Students from visiting institutions will be granted seats in classes at the Host institution on a space available basis only. Preference for enrollment will be given to students at the home institution throughout the periods of pre-registration, initial registration, and/or assigned time registration.

5. Students may not enroll at a Host institution after the opening of a new term, i.e., after classes have begun.

**UAB Cooperative Course Exchange Registration Form.**
*To view the form, you will need the Adobe Reader installed and running on your computer.*
Cooperative Exchange Program

Academic Year

- Fall Semester
- Summer Semester
- Spring Semester

BACHE (Birmingham Area Consortium of Higher Education)
- Birmingham-Southern College
- Miles College
- University of Montevallo
- Samford University

University of Alabama System
- University of Alabama
- University of Alabama in Huntsville

Any full-time, degree-seeking UAB student who is in good academic standing may take a course at another cooperative exchange institution with the proper approvals (see below) if it is deemed beneficial to the student's overall education program. Students may register through the cooperative exchange program only for undergraduate courses not offered at UAB in the BACHE program. Or for graduate courses required by their program (as with joint programs with UA and UAH). Only one course per term may be taken at a cooperative institution.

<table>
<thead>
<tr>
<th>Course Reference Number</th>
<th>Course &amp; Section Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
<th>Instructor</th>
</tr>
</thead>
</table>

I verify the above course is not taught/available at UAB.

__________________________________________  Department Chair (for the department in which the course would be offered)

I verify the course is beneficial to/required in this student's educational program.

__________________________________________  Academic Advisor (for the student's major)

Student's Name ___________________________________________  Student's Number _______________________________________

(Last Name, First Name, Middle Initial)

Mailing address ___________________________________________

City ___________________________________________ State _______ Zip _______________________

D.O.B ________________________ Daytime Phone ________________________ Alternate Phone ________________________

School/Major ___________________________________________

Student's Signature

Any exception to UAB's policy for cooperative exchange must be approved by the designated representative in the Office of the Registrar, contact the Coordinator of Academic Policy, 1605 Building, 1605 11th Avenue South, 934-8228.

Reason for Exception _______________________________________

__________________________________________  Signature of Approver

Registrar's Use Only:

Course Enrolled in ___________________________  Date ___________________________  Approved by: ___________________________
BACHE is a formal association of the five, four-year colleges and universities in the Birmingham metropolitan area. Birmingham-Southern College, Miles College, and Samford University are private institutions, while the University of Alabama at Birmingham and the University of Montevallo are part of the public university system of Alabama. Our student populations range from approximately 1,500 at Birmingham-Southern College, to 1,700 at Miles College, to 3,000 at University of Montevallo, to 4,600 at Samford University, to 18,000 total undergraduate, graduate, and professional students at the University of Alabama at Birmingham.

In an era of declining resources and increasing demand for services and programs, students, faculty, staff, and the general public benefit from the cooperative programs, functions, and opportunities that the Consortium provides. Nonetheless, our five member institutions are justly proud of their individual reputations and their distinctive purposes and missions. The sidebar links provide brief descriptions and contact information for each institution.
Library Resources

LIBRARY RESOURCES

Students, faculty, and staff at BACHE institutions may access the resources of all the member libraries in person by simply presenting their valid I.D. cards. It is best for students to first discuss research projects with the faculty and reference staff at their home institution's library before using member libraries.

The rules and regulations of the lending library are in effect and must be respected. Use of special library resources, such as computer labs and some online services, may be limited to persons from the home campus.
Online Library Catalogs

Birmingham-Southern Library and Information Resources

Montevallo Library

Samford Library

UAB Sterne Library

Jefferson County Libraries Cooperative
Online Research Tools

These research tools from the libraries of BACHE members provide access to a wide variety of on-line resources. Some tools are available only from the host campus or to enrolled students. Others are accessible though the web.

**Birmingham Southern College Library and Information Resources**

Access to information gateways, databases, other library catalogs, periodicals, government documents, and more. Limited access.

**Samford Research Tools**

Access to information gateways, databases, other library catalogs, and more. Limited access.

**UAB Libraries**

Database searches from multiple library sites for public domain resources through "guest" privileges. Partially limited access.

**Montevallo Databases**

Wide range of sources listed alphabetically and by discipline. Limited access.