

Inter-Institutional Undergraduate Student Enrollment Form

Address

Permanent address – out of term

Street

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Inter-Institutional Undergraduate Student Enrollment Form

This form must be submitted to the Visiting School Registrar during their Drop/Add period

Inter-Institutional Registration Procedures

- 1 - The requested course is NOT available at the home school.
- 2 - The student is a full-time undergraduate student at his or her home school throughout the duration of the requested course. A full-time student is defined as a matriculated student carrying not less than 12 credit hours. You must be non-matriculated student at the visiting school.
- 3 - The course shall be applicable toward the student's undergraduate degree program.
- 4 - Registration is on a space available basis.
- 5 - Inter-institutional enrollment is not applicable to summer programs, graduate students or graduate-level courses.
- 6 - Students are governed by the academic policies of the institution visited with regard to course requirements.
- 7 - Consult with your Registrar regarding the policies of transfer credit and inclusion of quality points.

Registration Instructions

- 1 - Obtain approval signatures in the order indicated. All signatures are required for each course selected. Proceed to visiting school and follow the registration procedures of that institution.
- 2 - Submit the completed form to the Registrar's Office of the visiting school by the end of the drop/add period. Your official transcript from your home school might be required by the visiting school to validate prerequisite(s) have been completed before registration at the visiting school is finalized.
- 3 - A copy will be forwarded to the home school to complete the registration.
- 4 - To drop any inter institutional course for which you are registered, you must notify the Registrar of your home and the visiting school and follow the procedures outlined by the visiting school for dropping or withdrawing from a course.
- 5 - Please note that partD 1e