

Inter-Institutional Undergraduate Student Enrollment Form

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

Date Class yr
 Term Fall Spring

Registration Information

Students may take a MAXIMUM of two courses

Student Information

First Course Request

ID
 Date of Birth
 Home School
 Last Name
 First Name Middle

Name of Visiting School
 Course # Credit Hrs
 Course Title
 Course Lab # Credit Hrs
 (if applicable)
 Course Lab Title

Address

Required Signatures (in the following order)

Permanent address – out of term
 Street
 City, State, Zip
 Telephone
 Email

1. Home Dept Chair or Adviser
2. Home Registrar
3. Visiting School Registrar

School Address (in-term address) *if different from above*

Second Course Request

Street
 City, State, Zip
 Telephone
 Email

Name of Visiting School
 Course # Credit Hrs
 Course Title
 Course Lab # Credit Hrs
 (if applicable)
 Course Lab Title

Home School Attending (mark one)
 Alfred Univ Roberts Wesleyan Coll
 Colgate Roch Divinity Roch Inst Of Technology
 Finger Lakes Comm Coll St Bernards
 Genesee Comm Coll St John Fisher Coll Inst
 Hobart & William Smith Coll SUNY Alfred
 Houghton Coll SUNY Brockport
 Keuka Coll SUNY Empire State Coll
 Monroe Comm Coll SUNY Geneseo
 Nazareth Coll Univ of Rochester

- Required Signatures (in the following order)
1. Home Dept Chair or Adviser
 2. Home Registrar
 3. Visiting School Registrar

Year/Class
 Freshman Sophomore Junior Senior

Student Signature / Transcript Request

Major
 Total Credit Hours Enrolled for at Home School
 Expected Graduation Date

I have read the guidelines listed on page 2 of this form.
 Upon completion of the above course(s), I request that an official transcript be forwarded to my home school.

Student Signature
 Date

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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 participating colleges have different ending dates for their semester or quarter. Grades, therefore, may not be available prior to a student's commencement date and may delay graduation. Prior to enrolling, graduating students are advised to review this issue with appropriate officials at their home institution.
6. **Students must sign this form in order to have an official transcript forwarded to the home school.**