N∆Z NAZARETH UNIVERSITY

INTER-INSTITUTIONAL SUPPLEMENTAL APPROVAL FORM

Nazareth University students must submit this completed form to the Nazareth University Registration and Record's Office (Smyth 1) along with the RAC Standard Enrollment form

Name_____   ID_____

Visiting School _____

Term of Enrollment   Fall 20_____   Spring 20_____

Course #_____   Title_____   Credit

Hours_____

Nazareth University Course Equivalent_____
(Only "credits" for acceptable coursework transfer and may fulfill requirements at Nazareth; GPA does not transfer. Transfer grades will not appear on the Nazareth transcript.)

Check requirement(s) course fulfills:
        ____P(EQ)   ____IS   ____Major   ____Elective   ____Minor

APPROVALS:
Course Department Chair Approval_____

Transfer Credit Evaluator (Academic Advisement)_____

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

Student Information

ID [   ]
Date of Birth [   ]
Home School [   ]
Last Name [   ]
First Name [   ]   Middle [   ]

Address

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

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

Street [   ]
City, State, Zip [   ]
Telephone [   ]
Email [   ]

Home School Attending (mark one)

☐ Alfred Univ   ☐ Roberts Wesleyan Coll
☐ Colgate Roch Divinity   ☐ Roch Inst Of Technology
☐ Finger Lakes Comm Coll   ☐ St Bernards Inst
☐ Genesee Comm Coll   ☐ St John Fisher Univ
☐ Hobart & William Smith Coll   ☐ SUNY Alfred
☐ Houghton Coll   ☐ SUNY Brockport
☐ Keuka Coll   ☐ SUNY Empire State Coll
☐ Monroe Comm Coll   ☐ SUNY Geneseo
☐ Nazareth University   ☐ Univ of Rochester

Year/Class ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Major [   ]

Total Credit Hours Enrolled [   ]

Expected Graduation Date [   ]

Registration Information

Students may take a MAXIMUM of two courses

First Course Request

Name of Visiting School [   ]

Course # [   ]   Credit Hrs [   ]
Course Title [   ]
Course Lab # (if applicable) [   ]   Credit Hrs [   ]
Course Lab Title [   ]

Required Signatures (in the following order)

1- [   ]
Home Dept Chair or Adviser

2- [   ]
Home Registrar

3- [   ]
Visiting School Registrar

Second Course Request

Name of Visiting School [   ]

Course # [   ]   Credit Hrs [   ]
Course Title [   ]
Course Lab # (if applicable) [   ]   Credit Hrs [   ]
Course Lab Title [   ]

Required Signatures (in the following order)

1- [   ]
Home Dept Chair or Adviser

2- [   ]
Home Registrar

3- [   ]
Visiting School Registrar

Student Signature / Transcript Request

☐ 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 [   ]

Revised 6/18/2013

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 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.**