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)_____

Rochester Area Colleges (RAC)

Inter-Institutional Undergraduate Student Enrollment Form

Form must be submitted to the Host School Registrar during their Drop/Add period

Contact Information

Last Name | First Name | Middle Name | Preferred/Chosen First Name | Date of Birth

Street – Home Address | City | State | Zip Code | Country

Street – Local Address *(if different from above)* | City | State | Zip Code | Country

School Email | Home Email | Phone

Home School Information

Date | Term | Academic Year | Home School ID Number | Home School

Major | Total Term Credit Hours | Expected Graduation Date | Year/Class

Emergency Contact Information

Last Name | First Name | Relationship | Email | Phone

Registration

Students may take a MAXIMUM of two (2) courses.

Host School	**Course Number** Subject-Catalog-Section	**Course Title**	**Credit Hours**
Lab Info (if applicable)			
Lab Info (if applicable)			

By signing below, the home school is confirming that the student meets the registration guidelines outlined on the following page.

Home Dept Chair or Advisor | Home Registrar | Host School Registrar

Student signature is required on page 2.

Continued next page.

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Inter-Institutional Registration Guidelines

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 at their home school. You must be non-matriculated student at the host 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 or winter programs.
6. Visit the appropriate school website (*see page 3*) for course and program exclusions.
7. Students are governed by the academic policies of the institution visited regarding course requirements.
8. Consult with your home 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 host school and follow the registration procedures of that institution.
2. Submit the completed form to the Registrar's Office of the host school by the end of the drop/add period. Your unofficial transcript from your home school might be required by the host school to validate prerequisite(s) have been completed before registration at the host school is finalized.
3. The student is responsible for delivering a copy of the completed form back to the home school.
4. To drop any inter institutional course for which you are registered, you must notify the Registrar of your home and the host school and follow the procedures outlined by the host 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 to have an official transcript forwarded to the home school.**

Student Authorization

☐ I have read and agree to all of the guidelines listed above.

☐ This form is complete and accurate.

☐ 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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School Websites

Click the school's name below to review any school specific registration guidelines and restrictions prior to completing this form. If a link is not available for the school, please outreach to the Registrar's Office at that school.

Alfred University

Colgate Rochester Crozer Divinity School (CRCDS)

Empire State University

Finger Lakes Community College

Genesee Community College

Hobart and William Smith Colleges

Houghton University

Keuka College

Monroe Community College (MCC)

Nazareth University

Roberts Wesleyan University

Rochester Institute of Technology (RIT)

St. Bernard's School of Theology and Ministry

St. John Fisher University

SUNY Alfred State

SUNY Brockport

SUNY Geneseo

University of Rochester