



**INTER-INSTITUTIONAL SUPPLEMENTAL APPROVAL FORM**

*Nazareth College students must submit this completed form to the Nazareth College Registrar'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 College Course Equivalent \_\_\_\_\_

Check requirement(s) course fulfills:

\_\_\_\_P(EQ)      \_\_\_\_PII      \_\_\_\_Major      \_\_\_\_Elective      \_\_\_\_Core

**APPROVALS:**

Course Department Chair Approval \_\_\_\_\_

Transfer Credit Evaluator (Academic Advisement) \_\_\_\_\_

Rochester Area Colleges (RAC)

# 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)

- |  |  |
|--|--|
| <input type="checkbox"/> Alfred Univ                 | <input type="checkbox"/> Roberts Wesleyan Coll   |
| <input type="checkbox"/> Colgate Roch Divinity       | <input type="checkbox"/> Roch Inst Of Technology |
| <input type="checkbox"/> Finger Lakes Comm Coll      | <input type="checkbox"/> St Bernards Inst        |
| <input type="checkbox"/> Genesee Comm Coll           | <input type="checkbox"/> St John Fisher Coll     |
| <input type="checkbox"/> Hobart & William Smith Coll | <input type="checkbox"/> SUNY Alfred             |
| <input type="checkbox"/> Houghton Coll               | <input type="checkbox"/> SUNY Brockport          |
| <input type="checkbox"/> Keuka Coll                  | <input type="checkbox"/> SUNY Empire State Coll  |
| <input type="checkbox"/> Monroe Comm Coll            | <input type="checkbox"/> SUNY Genesee            |
| <input type="checkbox"/> Nazareth Coll               | <input type="checkbox"/> 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

## 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.**