

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 []

Term - [] Fall [] Spring Term Year []

Student Information

SSN []

Date of Birth []

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 []

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 Coll
[] 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

Year/Class [] Freshman [] Sophomore [] Junior [] Senior

Major []

Total Credit Hours Enrolled for at Home School []

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 Date

2- [] Home Registrar Date

3- [] Visiting School Registrar Date

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 Date

2- [] Home Registrar Date

3- [] Visiting School Registrar Date

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 []

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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.**