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. Please See Reverse for Procedures

Date _____ / _____ / ______

Term (check one) (check one) 201 _____
☐ Fall ☐ Semester
☐ Winter ☐ Quarter
☐ Spring

Registration Information

Students may take a maximum of two courses

First Course Request

<table>
<thead>
<tr>
<th>Name of Visiting School</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Lab No. (if applicable)</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Lab Title</th>
<th></th>
</tr>
</thead>
</table>

Required Signatures (in the following order:)

1. ____________________________________________ ___________________________
   Home Chairman or Advisor
   Date

2. ____________________________________________ ___________________________
   Home Registrar or Dean
   Date

3. ____________________________________________ ___________________________
   Visiting School Registrar
   Date

Second Course Request

<table>
<thead>
<tr>
<th>Name of Visiting School</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Lab No. (if applicable)</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Lab Title</th>
<th></th>
</tr>
</thead>
</table>

Required Signatures (in the following order:)

1. ____________________________________________ ___________________________
   Home Chairman or Advisor
   Date

2. ____________________________________________ ___________________________
   Home Registrar or Dean
   Date

3. ____________________________________________ ___________________________
   Visiting School Registrar
   Date

Student Signature/Transcript Request

I have read the guidelines listed on the back 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 ____________________________

Year/Class ☐ Freshman ☐ Sophomore ☐ Senior
Major ____________________________________________

Total Credit Hours Enrolled for at Home School ____________________________

Expected Graduation Date ____________________________

Distribution: White (Registrar Visiting School) Yellow (Registrar Home School)
Pink (Bursars Visiting School) Gold (Student)

2M Rev. 3/10
Rochester Area Colleges (RAC)
Inter-Institutional Registration Procedures

This form may be used only when the following circumstances occur:

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 a 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, withdrawal policies, etc.

7. Consult with your Dean or Registrar regarding the policies of transfer credit and inclusion of quality points.

8. The fees associated with courses may be charged. Please be prepared to pay these fees at the time of registration.

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 (original) to the Registrar’s Office of the visiting school by the end of the drop/add period.

3. A copy will be forwarded to the home school to complete the registration.

4. To drop an intercollegiate course for which you are registered, you must notify the Registrar of your home and 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.