

## 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 <i>(if different from above)</i>		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
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**Registration** *Students may take a MAXIMUM of two (2) courses.*

Host School	Course Number <small>Subject-Catalog-Section</small>	Course Title	Credit Hours
<i>Lab Info (if applicable)</i>			
<i>Lab Info (if applicable)</i>			

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
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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.

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Student Signature

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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](#)