

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

Student Information

Social Security Number _____

Date of Birth _____ Gender M F

Name

Last _____ / _____

First _____ Middle _____

Permanent Address (Out of Term Address)

Street _____

City, State, Zip _____

Telephone (_____) _____

School Address (In Term Address) if different from above

Street _____

City, State, Zip _____

Telephone (_____) _____

Home School Attending (check one)

- | | |
|--|--|
| <input type="checkbox"/> Alfred University | <input type="checkbox"/> Roberts Wesleyan College |
| <input type="checkbox"/> Colgate Rochester Divinity School | <input type="checkbox"/> Rochester Institute of Technology |
| <input type="checkbox"/> Finger Lakes Community College | <input type="checkbox"/> St. Bernard's Institute |
| <input type="checkbox"/> Genesee Community College | <input type="checkbox"/> St. John Fisher College |
| <input type="checkbox"/> Hobart & William Smith Colleges | <input type="checkbox"/> SUNY Alfred |
| <input type="checkbox"/> Houghton College | <input type="checkbox"/> SUNY Brockport |
| <input type="checkbox"/> Keuka College | <input type="checkbox"/> SUNY Empire State College |
| <input type="checkbox"/> Monroe Community College | <input type="checkbox"/> SUNY Geneseo |
| <input type="checkbox"/> Nazareth College | <input type="checkbox"/> University of Rochester |

Year/Class Freshman Sophomore 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 No. _____ Credit Hrs. _____

Course Title _____

Course Lab No. (if applicable) _____ Credit Hrs. _____

Course Lab Title _____

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

Name of Visiting School _____

Course No. _____ Credit Hrs. _____

Course Title _____

Course Lab No. (if applicable) _____ Credit Hrs. _____

Course Lab Title _____

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 _____

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.**