

Instruction to Students

Purpose

The purpose of this form is to enable you to enroll in a course at another State System University and transfer the course credit and grade to your home University if the institutions have an affiliation agreement. This will enable you to take advantage of courses, programs or experiences not available at your home institution, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation. If you are not sure if your institution has an affiliation agreement, please check with the Distance Education Office at your institution.

Eligibility

To be eligible to enroll in a course at another State System University:

1. You must be a current student at your home university.
2. You must obtain advanced approval from your home University by initiating Part II of this form.
3. A copy of this completed form must be received by the registrar of the host university by the time of your registration.

Filling out the Form

Most of the information on this form may be on file at your home university, but to enroll in another SSHE university, your personal information must be entered into their database from this form. This will enable you to be admitted into that university, to enroll in classes and to receive credit and grades for that course or courses. You may enroll for a maximum of 18 credits in a single semester or summer.

Routing of this Form

1. Fill out, sign and date this form; present it to your advisor or department chair for signature and deliver the form to the office of the dean of your college.
2. The dean's office will review, sign and forward the form to the registrar of your university. The dean's or registrar's office will fill in the portions of the form on Course Equivalency and Program Placement.
3. Your registrar will send the form to the registrar of the host university (the university from which you will be taking the class).
4. The host university registrar will forward the form to the director/chair of the program/department and to their office of admissions.
5. The form will be returned to the host campus registrar who will forward a copy to you and to the registrar of your university.
6. The student will register at the host university, but will pay tuition and fees to his/her home institution.
7. The host university's official transcript will transfer all credits from the host university to the home university. All credits and grades accrued at the host university will be accepted in full by the home university, and thereafter treated as home university credits and grades.
8. Each university will specify and publish the approval procedure for its own students' participation and for students from other System universities who wish to study under this policy.

Pennsylvania State System of Higher Education Distance Education Application

Part I - To be filled out by student

Students must type directly on this form and then print (handwritten forms can result in processing errors).

Name: _____ Student ID Number: _____
 Local Address: _____ Date of Birth: _____
 City: _____ State: _____ Zip Code: _____ Local Phone: _____
 Permanent Address: _____ Major: _____
 City: _____ State: _____ Zip Code: _____ Home Phone: _____
 School Email Address: _____
 US Citizen: Yes No Legal PA Resident? Yes No
 County of Residence: _____ Country of Citizenship: _____

We are required to collect race & gender data on applicants. You are, therefore, asked to voluntarily answer the following questions:

| | | | | |
|--------------------------------|------------------------|-------------------------------------|---------------------------|------------------|
| What is your ethnicity? | Hispanic or Latino | American Indian or Alaskan | What is your race? | White |
| | Not Hispanic or Latino | Native Indian | | Black or African |
| | Asian | Native Hawaiian or Pacific Islander | | American |
| What is your gender? | Male | Female | Other | |

High School Name: _____ Date of Graduation (GED): _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Current PA State System University (home institution): _____ Cumulative QPA: _____
 Dates of Attendance: _____ Academic Standing (Good/Probation/Suspension): _____
 PA State System University to you be visiting _____ Semester/Year to be enrolled: _____

***Affiliation agreement must be in place**

| | |
|--|---|
| Please list course(s) you plan to take: | Office Use Only - To be completed by Academic Department |
| | Course |
| | Equivalency |
| | |
| | |

Student Signature: _____ Date: _____
**Your signature authorizes release of transcript from host institution to home institution*

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Part II – To be completed by officials on student's home campus. Approval attests that the student is eligible for the proposed course(s) and the information in Part I is accurate.

Approved Not Approved

Advisor/Dept. Chair

Date

Approved Not Approved

Dean's Office

Date

Approved Not Approved

Home Campus Registrar

Date

Part III – To be completed by host campus. Approval attests that the student is eligible for the proposed course(s).

Approved Not Approved

Program Director

Date

Approved Not Approved

Admitting Official

Date

Approved Not Approved

Host Campus Registrar

Date

Host Campus Registrar: Return copies of this form to home campus and student