Rochester Area Colleges (RAC)

Inter-Institutional Undergraduate Student Enrollment Form

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)

☐ Alfred University ☐ Roberts Wesleyan College
☐ Colgate Rochester Divinity School ☐ Rochester Institute of Technology
☐ Finger Lakes Community College ☐ St. Bernard's Institute
☐ Geneseo Community College ☐ St. John Fisher College
☐ Hobart & William Smith Colleges ☐ SUNY Alfred
☐ Houghton College ☐ SUNY Brockport
☐ Keuka College ☐ SUNY Empire State College
☐ Monroe Community College ☐ SUNY Geneseo
☐ Nazareth College ☐ 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. _________________________________________________ Date
   Home Chairman or Advisor

2. _________________________________________________ Date
   Home Registrar or Dean

3. _________________________________________________ Date
   Visiting School Registrar

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. _________________________________________________ Date
   Home Chairman or Advisor

2. _________________________________________________ Date
   Home Registrar or Dean

3. _________________________________________________ Date
   Visiting School Registrar

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 ________________________________

Distribution: White (Registrar Visiting School)
Yellow (Registrar Home School)
Pink (Bursars Visiting School)
Gold (Student) 2N 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.