

# NAC&U COURSE REGISTRATION FORM FOR ONLINE UNDERGRADUATE COURSES

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Term (check one) (check one) 20\_\_\_\_  
 Fall  Semester  
 Winter  Quarter  
 Spring  
 Summer

## STUDENT INFORMATION

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID \_\_\_\_\_

Name \_\_\_\_\_  
*Last*  
\_\_\_\_\_  
*First* \_\_\_\_\_ *Middle* \_\_\_\_\_

Email \_\_\_\_\_

**Permanent Address** (out of term address)

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

**Institution Attending** \_\_\_\_\_

**School Address** (in term address, if different from above)

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

**Year/Class:**

Freshman  Sophomore  Junior  Senior

**Major** \_\_\_\_\_

## REGISTRATION INFORMATION

**Name of Host School** \_\_\_\_\_  
*List school where course will be taken*

Course No. \_\_\_\_\_

Credits \_\_\_\_\_

Course Title \_\_\_\_\_

## Home Institution's Course and Credit Equivalency

Course No. \_\_\_\_\_

Credits \_\_\_\_\_

Course Title \_\_\_\_\_

## APPROVALS

\_\_\_\_\_  
*Student's Advisor / Chairperson* *Date*

\_\_\_\_\_  
*Home Institution Registrar* *Date*

\_\_\_\_\_  
*Host Institution Registrar* *Date*

## STUDENT SIGNATURE/TRANSCRIPT REQUEST

I acknowledge that it is my responsibility to know and follow the dates and policies of the host institution. By signing below, I give my permission for the host institution to send my academic transcript at the conclusion of the semester to the Registrar at my home institution.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

## INSTRUCTIONS FOR COMPLETING THE REGISTRATION PROCESS

Students must supply all information requested. If you have any questions see your Registrar. Please follow the steps outlined below.

1. Obtain approval signature(s) from Advisor and/or Chairperson (check with your campus for procedures).
2. Follow the procedures on your campus to obtain approval for transfer credit
3. Obtain signature of Home institution Registrar.
  - a. Registrar will provide you with a copy for your records, and will send a copy to the Registrar of the Host Institution
  - b. Host Institution will determine availability in the course, and if approved, will register you into the course you requested.
  - c. Host institution will confirm registration with student and Home institution, and send transcript at conclusion of course to Home institution.