



CROSS ENROLLMENT

STUDENT

For a PC student to be granted permission to take a course at another local accredited institution as part of his/her regular course load (5 courses) the following must apply:

- The PC student must be a junior or senior in good standing.
- The course cannot be the equivalent of one being taught at PC (in any of its divisions: day school, SCE or graduate school); if taught at PC, there must be an unavoidable schedule conflict.
- The course must be recommended by the student's department/program as being a reasonable extension of the student's program or correcting a deficiency in program requirements.
- The full tuition must be paid to Providence College; any tuition and fees beyond the cost of a course at PC must be borne by the student.
- Official transcripts from the host institution must be received and processed by the Providence College Office of Enrollment Services, Records Office before a Providence College diploma will be issued.
- The host institution is not responsible for any special needs/services required by the student.
- Courses completed through cross enrollment are subject to the College's transfer credit policies. Transfer courses are entered onto the Providence College transcript with a "T" and do not affect the PC GPA.
- See page 42 of the UG Catalog for a detailed explanation of the cross enrollment option.

PROCEDURE:

- Submit the completed form to the Office of Enrollment Services, Records Office in Harkins 207.
- Application and registration into the course at the host institution are exclusively the responsibility of the student.
- In cases where payment is immediately required by the host institution, Providence College will make the appropriate refund to the student; otherwise Providence College will pay the host institution directly.

Name: _____ Banner ID: _____

Major: _____ Class Year: _____

College/University: _____ FALL SPRING YR: _____

| COURSE TITLE & NUMBER | PC Course Equivalent/Requirement | Credit Hours |
|-----------------------|----------------------------------|--------------|
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ACADEMIC DEPARTMENT CHAIR/PROGRAM DIRECTOR

1. Please indicate if there is a PC equivalent: _____

2. Please indicate how this course will be applied to the student's program of study:

3. Please offer a reason/justification for this cross enrollment:

Chair/Director Signature: _____ Date: _____

OFFICE OF THE DEAN

Dean Signature: _____ Date: _____