

MISSISSIPPI COLLEGE -- REQUEST TO TAKE A COURSE AT ANOTHER INSTITUTION

SECTION 1:

Full Name: _____ MC ID: _____ Today's Date: _____ Campus Box: _____

Mailing Address: _____ City: _____ ST: _____ ZIP: _____ Cell Phone: _____

Advisor: _____ Major: _____ Minor: _____ Anticipated Date of Graduation: _____

Reason for taking course(s) off Campus: _____ What term will you be taking course(s)? _____

Will you be taking courses at MC during this term? _____ If yes, how many hours at MC? _____ How many hours at the other institution? _____

SECTION 2:

STUDENT MUST pick up form 5 days after Registrar Review

GUIDELINES FOR TAKING COURSES OFF CAMPUS:

Initial each line then sign and date. This indicates to us that you have read and understand the guidelines.

- _____ 1. I must be in "good standing" at Mississippi College to take courses elsewhere. (2.0 cum MC GPA. **Exception:** 2.5 cum GPA for nursing majors.)
- _____ 2. My transfer grades must average C or higher, but these grades do not affect my quality point ratio at MC.
- _____ 3. Courses taken off campus are part of my total course load.
- _____ 4. I understand that only 65 hours of junior/community college can be used toward my degree, and that 65 hours applied toward graduation must be earned at a senior college, regardless of the number of semester hours taken at the junior/community college level
- _____ 5. I understand that I must have earned a minimum of 65 hours at Mississippi College in order to be considered for graduation **with honors**.
- _____ 6. I understand my last 33 hours must be taken at Mississippi College.
- _____ 7. I understand that for acceptance of credit toward a degree, I **must** request an official transcript from the Registrar of the college or university at which the courses were taken and have it sent to:
Office of the Registrar; Mississippi College; Box 4028; Clinton, MS 39058.

Student Signature _____ Date _____

YOU MUST INCLUDE COURSE NAME, TITLE, and HOURS

Print course descriptions for out-of-state schools

Name of College or Univ: _____

Location: _____

(EX: ENG 101-College Composition-3 hours)

Course to take: _____ Title _____ Hrs _____

MC Equivalent: _____ Title _____ Hrs _____

Circle one: ONLINE ON CAMPUS

Course to take: _____ Title _____ Hrs _____

MC Equivalent: _____ Title _____ Hrs _____

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REGISTRAR REVIEW ONLY:

Transfer hrs applicable towards a degree: _____
Hours completed at Mississippi College: _____
Hours student is currently enrolled in: _____
Total Hours: _____
Student's cumulative GPA at MC: _____

Approved Denied Pending Student copy: _____

Office of the Registrar: _____ Date _____

Comments: _____

_____ 05/11_M:\offcampuscourse revised

Signatures (If needed):

VP of Academic Affairs: _____ Date _____ Advisor: _____ Date _____