



**Mississippi College**  
A CHRISTIAN UNIVERSITY

Office of the Registrar  
Box 4028 | 20 Nelson Hall  
Clinton, MS 39058  
601-925-3210  
Registrar@mc.edu  
www.mc.edu/offices/registrar

**Instructions:**

**Current students:** Complete Steps 1, 2, and 3, and submit this form to the Office of the Registrar for approval. We will contact you via email if approved or if additional signatures are needed.

**International:** Complete Steps 1, 2, 3 and get the appropriate signatures of approval in Step 4, then submit to Office of the Registrar for approval.

**Off-Campus Course Approval**

**Step 1: Student Information**

Student's Name: \_\_\_\_\_

Major: \_\_\_\_\_ MC ID#: \_\_\_\_\_

When will you be taking this course(s)? \_\_\_\_\_ Will you be taking classes at MC during this time? YES / NO

How many hours will you take at MC during this time? \_\_\_\_\_ How many hours will you take at the other institution? \_\_\_\_\_

Reason \_\_\_\_\_

**Step 2: Course Information** You MUST include the course title, course number and hours.

	Course #1	Course #2	Course #3	Course #4
FULL College Name				
City/State				
Course Title				
Course Number				
Credit Hours				
MC Course #				

**Step 3: Guidelines for Taking Courses Off-Campus** Initial beside each guideline below to verify that you have read and understand this information. When complete, sign and date below.

\_\_\_\_\_ I understand I must be in "good standing" at Mississippi College to take courses elsewhere. (2.0 cumulative MC GPA. Exception: 2.5 MC cumulative GPA for nursing majors.)

\_\_\_\_\_ I understand my transfer grades must average C or higher, but these grades do not affect my quality point ratio at MC.

\_\_\_\_\_ I understand that courses taken off campus are part of my total course load.

\_\_\_\_\_ I understand that only 65 hours of junior/community college classes can be used toward my degree regardless of the number of semester hours taken at the junior/community college level.

\_\_\_\_\_ I understand that my last 33 hours must be taken at Mississippi College.

\_\_\_\_\_ 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 them sent to the Mississippi College Office of the Registrar.

Please check any that apply:

- MC Athlete
- International Student
- Nursing major

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Step 5: REGISTRAR REVIEW ONLY:**

Information as of \_\_\_\_\_.

2 Year College Transfer Hrs: \_\_\_\_\_

Transfer hrs appl toward a degree: \_\_\_\_\_

Hours completed at MC: \_\_\_\_\_

Current MC enrollment hrs: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Cumulative GPA at MC: \_\_\_\_\_

Reg. Signature: \_\_\_\_\_

**Step 4: Pre-Signatures (if needed)**

Office of Global Ed (International only): \_\_\_\_\_

**Step 6: APPROVAL**

**Approved / Denied / Pending**

Comments:

**Step 7: Final Signatures**

Student Advisor: \_\_\_\_\_

Nursing Asst. Dean (Nursing only): \_\_\_\_\_

Athletic Advisor (Athletes only): \_\_\_\_\_

VPAA: \_\_\_\_\_