

North Carolina Central University
Office of the Registrar
1801 Fayetteville Street, Durham, North Carolina 27707
Interinstitutional Registration Agreement

Under the interinstitutional registration agreement, any graduate, professional or undergraduate student enrolled as a degree seeking student at any of the following universities may participate in registration via the interinstitutional registration process:

- [Duke University](#)
- [North Carolina Central University](#)
- [North Carolina State University](#)
- [University of North Carolina at Chapel Hill](#)
- [University of North Carolina at Charlotte](#)
- [University of North Carolina at Greensboro](#)

The student may take a course, providing seats are available, at a participating university if the student's academic advisor and/or dean can certify that the course is appropriate for the student's degree program and that the course is not available during the same academic year at the home institution. **Registration deadlines of the home institution should be observed.** Students may not audit courses under the interinstitutional registration agreement.

PROCESS FOR NCCU STUDENTS VISITING A PARTICIPATING UNIVERSITY

- **Register for the required number of courses at NCCU.**
- Complete the Interinstitutional Approval Form and the Approval for Interinstitutional Registration form.
- Obtain approval signatures from your Department Chairperson/Advisor and Dean.
- Submit approved forms to the NCCU interinstitutional coordinator in the Office of the University Registrar.
- The Interinstitutional Approval Form will be faxed to the visiting university's Registrar's Office.
- When enrollment at the visiting university has been finalized, the visiting university's interinstitutional coordinator will send an e-mail confirmation to the student.
- The student will be registered at NCCU in an interinstitutional place-holder course.

MAXIMUM NUMBER OF COURSES ALLOWED

- **Graduate and Professional School Students:** Two courses per term (Fall and Spring Semesters), provided that the student is also registered for the balance of his/her normal load (minimum 6-12 hours) at the home institution
- **Undergraduate Students:** **One course per term** (Fall and Spring Semesters), provided that the student is also registered for the balance of his/her normal load (minimum 12 hours) at the home institution
- All Students: One course per summer provided that the student is concurrently registered for at least three credit hours per session at the home institution. **Law courses are not allowed for summer session.**

On-line courses are not allowed.

Important: Please note that the academic calendars and procedures at the six institutions vary. It is very important that students plan carefully and **apply early** to minimize problems in the registration process. The interinstitutional registration agreement requires students to apply and register for courses only through their home institution.

TUITION

A student will be billed by his/her home institution for all courses taken (including interinstitutional courses) at the prevailing institution rate. North Carolina Central University will receive no fees from an interinstitutional student taking courses at this campus unless there is a special fee associated with a particular course. In such case the student must pay the fee.

STATISTICAL REPORTING

Visiting students taking courses through interinstitutional registration at North Carolina Central University will not be included in the head count or full-time equivalent count of students enrolled at this university. The credit hours taken by visiting students will not be included in North Carolina Central University statistical reports. Conversely students whose home institution is North Carolina Central University and who are taking courses through interinstitutional registration at another school will be included in this university's head count and full-time equivalent count of students. The credit hours taken at the visited institution will be treated statistically as if they were taken at this institution.

GRADING AND GRADE REPORTING

A student taking a course by interinstitutional registration will be graded in the course in accordance with the grading system of the institution where the course is taken and converted in accordance to the grading system of the home institution. The identification of the institution at which the course was taken will be in the space where the descriptive title is normally shown.

DROPPING/CHANGING COURSES

Any student who decides to drop, cancel or change courses must report such changes to the interinstitutional coordinator at his/her home institution. Dropping below the interinstitutional normal load requirements could result in not receiving credit/grade for your interinstitutional class. There will be no interinstitutional registration after the last day to add a class at any institution. You must contact the NCCU interinstitutional coordinator in the Office of the Registrar, concerning any changes in your schedule, any problems encountered or any questions you may have in regards to your interinstitutional enrollment.

PLEASE NOTE:

It is **NOT** advised that you take an interinstitutional course if you are planning to graduate during that same semester. Each institution's grading period is or may be different from your home institution, therefore not allowing your grades to be received in time for your graduation at your home school. If, however you still decide to take an interinstitutional course during your senior semester, **you** must inform your instructor at the visited school. Hopefully he/she will make arrangements for you to be tested and graded early so that your grade will be posted at your home institution by the deadline date. This decision is left totally up to you and there will be no intervention on the part of the interinstitutional coordinators (or any other staff) except to post your grades upon their arrival from the visited institution.

ATTENTION LAW STUDENTS

The University of North Carolina School of Law Summer School Program does not participate in interinstitutional registration. During the University of North Carolina School of Law Summer School Program period, students from any law school may obtain a course schedule and registration packet and register for any courses that are offered by UNC School of Law. Each student is responsible for obtaining, completing, and returning the following to be eligible for registration: (1) residency form, (2) a letter of good standing from the school dean and (3) registration form with personal information and choices for courses. Schedules are available in the Law School Registrar's Office.

APPROVAL PROCESS FOR NCCU STUDENTS VISITING DUKE LAW SCHOOL

- NCCU students should visit the North Carolina Central University Office of the Registrar to submit an Interinstitutional Approval Form to the interinstitutional coordinator.
- The NCCU coordinator will fax the approved form to the Duke Law School.
- The Duke Law School representative will approve the enrollment, as space is available, and will fax the approved form to the Duke University Office of the University Registrar.

Interinstitutional Approval Form

(FOR STUDENTS TAKING COURSES ON ANOTHER CAMPUS)

Home Institution:

- Duke University UNC - Chapel Hill
 NC Central University UNC - Charlotte
 NC State University UNC - Greensboro

Host Institution:

- Duke University UNC - Chapel Hill
 NC Central University UNC - Charlotte
 NC State University UNC - Greensboro

Classification:

- Graduate / Professional Undergraduate

Department / College: _____

Last name _____ First name _____ Middle name or initial _____ Student ID number _____

CURRENT LOCAL ADDRESS			
Street address, RFD, or PO Box number		Apartment	Telephone
City	State	Zip	Email address

PERMANENT MAILING ADDRESS <i>(where you will be receiving registration materials)</i>						
Street address, RFD, or PO Box number		City	State	Zip	County	Country (if not US resident)

What is your legal residence? County _____ State _____ Country _____

CITIZENSHIP: US Citizen Nonresident alien Resident alien DATE OF BIRTH (xx/xx/xxxx) : _____

SEX: Male Female PLACE OF BIRTH: _____

APPLICANT'S ETHNIC GROUP: Ethnic identification is required by the Office of Civil Rights of the Department of Health Education and Welfare to assure compliance with the Civil Rights Act. Ethnic origin is not a factor in admission; all applications are considered without reference to sex, creed, or race.

- African-American (*not* of Hispanic origin) American Indian or Alaskan Native Asian or Pacific Islander
 Hispanic White (*not* of Hispanic origin) Other / Foreign

Have you ever attended the visited institution: No Yes If "Yes," last term attended _____

Term you desire to attend: Fall _____ Spring _____ Summer I _____ Summer II _____ Are you graduating this term? Yes No

Year Year Year Year

Number of hours for which you will be enrolled for the above semester: Home institution _____ Host institution _____

COURSE(S) TO BE TAKEN ON VISITED CAMPUS (please consult the visited institution's schedule of classes to correctly fill out this section): **NOTE:** Courses cannot be taken on a pass/fail or audit basis.

Subject Abbr.	Course No.	Section	Title	Cr. Hrs.	Hour/Days	Host Instructor Approval (if required) or attach documentation

Signature Certification *By checking this box I acknowledge that I am legally signing this document.

I understand that this is legally binding the same as a conventional signature* In place of your signature, please type your full legal name in the appropriate space. By e-signing and dating this form, I consent to the sharing of all my educational records (FERPA -protected information) among the home and host institutions. I also agree to abide by the student code of conduct at the host institution.

Student's signature _____ Date _____

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Approval of Dept/Academic Advisor _____ Date _____

*

Approval of College Dean _____ Date _____

*

Approval of Home Institution Registrar _____ Date _____

<p style="text-align: center;">Registration Office - Home Institution Use Only</p> <p>Sent completed interinstitutional form to visited institution by:</p> <p><input type="checkbox"/> US Mail / State courier <input type="checkbox"/> Email <input type="checkbox"/> Student Date _____</p> <p>Student dropped course -</p> <p>Visited institution notified (date) _____</p>	<p style="text-align: center;">Registration Office - Host Institution Use Only</p> <p>Visiting student registered on _____</p> <p>Visiting student not registered because _____</p> <p>Sent confirmation / rejection notice by:</p> <p><input type="checkbox"/> US Mail <input type="checkbox"/> Email <input type="checkbox"/> Student Date _____</p> <p>Received drop notice _____</p>
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***Return signed form to the Registrar's office of your home institution**

APPROVAL FOR INTERINSTITUTIONAL REGISTRATION

North Carolina Central University • Office of the University Registrar
1801 Fayetteville Street • Durham, North Carolina 27707

FROM: _____
DEPARTMENT OR SCHOOL

This is to advise that the student referenced below has been approved to take the indicated course(s) during the indicated academic term. The equivalent course(s) at North Carolina Central University needs to be specified. Submit this form along with the *Interinstitutional Approval Form*.

STUDENT NAME _____ STUDENT ID# _____

LOCAL ADDRESS _____

TERM: _____ Fall Spring Summer I Summer II

YEAR: _____ VISITED INSTITUTION: DUKE NCSTATE UNC-CH

UNC-C UNC-G

OFFICIAL COURSE NUMBER AND COURSE NAME AS GIVEN BY THE VISITED INSTITUTION

1. _____

2. _____

EQUIVALENT COURSE AT NORTH CAROLINA CENTRAL UNIVERSITY

1. _____

2. _____

Approved by: _____ Date _____
Department Chairperson

_____ Date _____
Dean of School or College