



**DILLARD**  
UNIVERSITY

**REQUEST TO ENROLL IN COURSE(S)  
OUTSIDE OF DILLARD UNIVERSITY**

OFFICE OF RECORDS & REGISTRATION	
CUM GPA _____	
Current Transfer Hours _____	
Processor: _____	Date: _____

Date: \_\_\_\_\_

Name \_\_\_\_\_

ID No. \_\_\_\_\_ Classification \_\_\_\_\_

I, hereby, request permission to enroll at \_\_\_\_\_ for the \_\_\_\_\_ (semester) \_\_\_\_\_ (year) in accordance with the guidelines stated in the University Catalog.

- All students must complete the last 30 semester hours of coursework at Dillard University.
- Students who have attended institutions prior to admission to Dillard University may transfer up to 60 hours of credit upon admission and will not be permitted to transfer any additional credits earned external to Dillard.
- Only credit hours, not grades are transferable. A student may transfer up to nine (9) hours each semester.
- Only comparable college-level courses in which the student has earned a grade of 'C' or better will be accepted for transfer credit.

Procedure for completing form:

1. Office of Records & Registration records cumulative GPA and transfer hours.
2. Student meets with Academic Advisor to complete form (a copy of the course description or course syllabus from other university must be attached).
3. Secure signatures.
4. Return original form to Records & Registration.

I plan to enroll in the following course(s).

Host Institution			Dillard Equivalent			Course Program Approval Signature
Number	Name	Hrs	Number	Name	Hrs	
Ex. BIO 1100	Intro of Biological Science	3	Ex. BIO 101	Biological Sciences	3	(Signature of Coordinator of Biology)
1			1			
2			2			
3			3			

Approved:

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Advisor Date

\_\_\_\_\_  
Program Coordinator Date

\_\_\_\_\_  
School Chair Date

\_\_\_\_\_  
Academic Affairs Date

This document serves as authorization for the above student to enroll at your institution as a non-matriculating student in the course(s) and year/term stated above.

\_\_\_\_\_  
Registrar Date  
(SEAL AFFIXED)