

**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. Student meets with Academic Advisor to complete form (a copy of the course description and course syllabus from other university must be attached).
2. Secure signatures: 1) Student, 2) Advisor and 3) Program Coordinator
3. The Program Coordinator or designee should e-route the form to: 1) Program Chairperson, 2) Dean of Faculty & Student Services and 3) University Registrar for signatures

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

Host Institution				Dillard Equivalent				Course Program Approval Signature
Course		Course		Course		Course		
Number	Name	Hrs	Number	Name	Hrs	Number	Name	
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				

Required Signatures:

Student Date Advisor Date

Program Coordinator Date School Chair Date

Dean of Faculty and Student Academic Services 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.

Robert Mitchell, Jr., Registrar / Director of Records & Registration Date
(SEAL AFFIXED)