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.**

Web 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.
**INTER-INSTITUTIONAL APPROVAL FORM**

(FOR STUDENTS TAKING COURSES ON ANOTHER CAMPUS)

<table>
<thead>
<tr>
<th>Home Institution:</th>
<th>Visited Institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Duke University</td>
<td>□ UNC – Chapel Hill</td>
</tr>
<tr>
<td>□ NC Central University</td>
<td>□ UNC – Charlotte</td>
</tr>
<tr>
<td>□ NC State University</td>
<td>□ UNC – Greensboro</td>
</tr>
</tbody>
</table>

**Classification:**

- □ Graduate / Professional
- □ Undergraduate

**Department / College**

**Last name**

**First name**

**Middle initial or name**

**Student ID number**

**CURRENT LOCAL ADDRESS** (please print clearly)

<table>
<thead>
<tr>
<th>Street address, RFD or PO Box number</th>
<th>Apartment</th>
<th>Telephone</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Email address</th>
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**PERMANENT MAILING ADDRESS** (where you will be receiving registration materials)

<table>
<thead>
<tr>
<th>Street address, RFD or PO Box number</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
<th>Country (if not US resident)</th>
</tr>
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**What is your legal residence?**

<table>
<thead>
<tr>
<th>County</th>
<th>State</th>
<th>Country</th>
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**CITIZENSHIP:**

- □ US citizen
- □ Nonresident alien
- □ Resident alien

**DATE OF BIRTH:**

**SEX:**

- □ Male
- □ Female

**PLACE OF BIRTH:**

APPLICATION'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 1
- Summer 2
- Are you graduating this term? □ Yes □ No

**Year**

**Number of hours for which you will be enrolled for the above semester:**

- Home institution
- Visited institution

**COURSE(S) TO BE TAKEN ON VISITED CAMPUS** (please consult the visited institution's schedule of classes to correctly fill out this section): Courses cannot be taken on a pass/fail or no-credit basis.

<table>
<thead>
<tr>
<th>Subject Abbr.</th>
<th>Course No.</th>
<th>Section</th>
<th>Title</th>
<th>Cr. Hrs.</th>
<th>Hour / Days</th>
<th>Visited Inst. Approval (if required) or attach documentation</th>
</tr>
</thead>
</table>

**By signing and dating this form, I consent to the sharing of all my educational records (FERPA-protected information) among the home and host institutions.**

**Approval of Academic Advisor**

**Date**

**Approval of College Dean**

**Date**

**Student's signature**

**Date**

**Registration Office – Home Institution Use Only**

- Sent completed inter-institutional form to visited institution by:
  - US Mail
  - State courier
  - Fax
  - Student
  - Date

- Student dropped course - Visited institution notified on
  - ______________________

**Registration Office – Visited Institution Use Only**

- Visiting student registered on
- Visiting student not registered because
- Sent confirmation / rejection notice by:
  - US Mail
  - Email
  - Student
  - Date

- Received drop notice
  - ______________________
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

Revised 4/15/2009