



For Registrar Office Use Only:
 Request: Approved Denied
 By: _____
 Date: _____

Office of the Registrar Visiting Permission Form

(For current UNC Asheville students seeking to take a course at another institution)

Last Name: _____ First Name: _____
 Student ID: _____ Phone #: _____
 UNCA Email: _____ Major: _____
 Advisor: _____ Class: Fr So Jr Sr

Institution you plan to attend: _____
Semester/Year you plan to attend: _____

____ (Initial) I have verified that the course I have requested is offered during the term indicated.

What is your reason for taking this course at another institution: Cost Close to home Course Not Offered at UNCA
 Difficulty registering for class at UNCA Prefer an online option Other (please explain): _____

It is the student's responsibility to follow the admission requirements and registration procedures of the visiting institution. The student is responsible for submitting an official transcript from the institution once the coursework has been completed. The transcript must be sent even if the coursework is not successfully completed by the student. Send the official transcript to: **Office of the Registrar, 1 University Heights, CPO 1570, Asheville, NC 28804.**

Please read the following information regarding the transfer of credit:

- Any UNC Asheville student who wishes to take coursework at another institution must receive approval from the UNC Asheville Office of the Registrar **PRIOR** to enrollment at the other institution and must be in good academic standing.
- If a course is to be used for the major or minor, students must receive approval from the department chair or program director. If a course is to be used as a Liberal Arts Core requirement or as an elective, only the permission of the Registrar is required.
- Students must earn a minimum of 60 semester hours from 4 year institutions. Students who have reached 60 semester hours, or if the course/s requested will cause them to exceed 60 semester hours, may not visit a two year school without special approval. Students who have reached 90 semester hours, or if the course/s requested will cause them to exceed 90 semester hours, may not visit any institution without special approval. Students with 90 or more earned hours who are approved to visit another institution will be required to complete 30 hours at UNC Asheville upon their return.
- A grade of C or better must be earned for the course/s to transfer back to UNC Asheville. Do not take courses graded S/U or Pass/Fail.
- A student may not take a course at another institution if s/he has received a C-, D, F or U in the equivalent course at UNC Asheville.
- Grades and quality points for courses taken elsewhere are not used in calculating the grade point average at UNC Asheville.

Indicate below the courses in which you plan to enroll. It is the student's responsibility for securing department chair/program director approval, if required, and returning the form to the Office of the Registrar.

Course Prefix	Course Number	Course Title	Credit Hours	Online Y/N	UNCA Equivalent	Dept Approval (initial if approved for major or minor)

____ (Initial) I know that I will need a minimum of 60 semester hours of credit from four-year schools in order to graduate from UNC Asheville.
 ____ (Initial) I know that after taking the course(s) listed above, I will need to complete at least 30 additional hours at UNC Asheville to graduate.

Student Signature: _____ **Date:** _____

Return completed form to: Office of the Registrar
 011 Ramsey Library
 1 University Heights, CPO 1570
 Asheville, NC 28804