

Department of American Studies
Instructions for Inter-institutional Registration
April 2016

From the Department of American Studies website you will need both

- the UNC official inter-institutional registration form #1 and
- the departmental inter-institutional registration form #2.

Steps:

1. Talk to your advisor about your plans and make sure they concur that the course you propose to take elsewhere is a more important contribution to your studies than courses available at UNC.
2. Talk to the professor at Duke, NCSU, or NCCU to determine that there is space in the course in which you wish to enroll and to obtain their permission.
 - a. Ideally, see if the professor can talk to the person in their department who handles registration and can provide a six-digit permission number. (This will save a step later.)
 - b. If they provide a permission number, fill it in where the UNC form asks for instructor approval.
 - c. If they do not provide number, get them to send an email indicating that they give you permission to enroll.
3. From the American Studies website fill in form #1 (the official university inter-institutional registration form) and form #2 (explaining why you want to take this course instead of something at UNC).
4. Bring or send both forms and evidence of permission to enroll (i.e., the emails unless you have numbers) to the DGS. The DGS gives department approval by signing form #1 where it says "academic advisor."
5. The DGS gives the signed forms to the Graduate Programs Assistant, who will keep copies in the student's file and send the forms on to the Graduate School, where they will sign and send forms on to the Registrar.
6. If you have been able to provide a number, the UNC Registrar should be able to enroll you in the course upon receipt of the form. If you do not have a number, they communicate with the department at the sister university and get the number, then enroll you.
7. The course will show up on your list of enrolled courses in ConnectCarolina. (And the grade your professor submits will be recorded there at the end of the semester.)
8. Once the course begins, provide a copy of the syllabus to the Graduate Programs Assistant to be included in your file. That way, if there is any question later as to what you took or why, the department will have a record.