Bagley College of Engineering
Engineering Academic Affairs
Box 9544
Mississippi State, MS 39762
662-325-2267

REQUEST TO ENROLL IN OFF-CAMPUS COURSE

This form must be *typed* and *approved* by the Dean's office *at least* one week prior to enrolling in the course(s).

Name: Student ID: Major:

MSU Email Address:

I request permission to take the following course(s) at a regionally accredited institution other than Mississippi State University during the term, 20

I expect to graduate from MSU at the end of the term above.

Name of Institution:
City and State of Institution:
Fax number for institution:

A course syllabus or catalog description for each course must be attached to this form for all but Mississippi Community Colleges. If articulation is confirmed, the advisor should initial the Articulation Confirmed box.

Off Campus Course		**MSU Equivalent**		**Articulation Confirmed?**
Course Symbol & No.	Course Title	Course Symbol & No.	Course Title	

If articulated, credit for the course(s) will be accepted in partial fulfillment of degree requirements at Mississippi State University provided a grade of "C" or better is earned in each course. I understand that no more 50% of the hours applied to my degree may come from two-year institutions. I understand that I am responsible for ensuring official transcripts for these courses are sent to Mississippi State University. I also understand that I must meet all graduation requirements as published in the Bulletin of Mississippi State University. I understand my graduation will be delayed if transcripts are not received prior to degree certification.

_____ _____
Student Signature Date

Permission is granted for this student to enroll in the courses listed at the institution named above as a transient student:

_____ _____
Departmental/Program Advisor/Coordinator Department Head

_____ _____
Undergraduate Coordinator (Dean's Office) Date