



Bagley College of 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\_\_\_\_

Name of Institution: \_\_\_\_\_

City and State of 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) above will be accepted in partial fulfillment of degree requirements at Mississippi State University provided the required grade 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 and that my graduation will be delayed if transcripts are not received prior to degree certification. Once approved, I will submit this form to the institution listed above.

\_\_\_\_\_  
 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

\_\_\_\_\_  
 Assistant Dean  
 (green@bagley.msstate.edu)

\_\_\_\_\_  
 Date