



# CROSS ENROLLMENT

**For a PC student to be granted permission to take a course at another local accredited institution as part of his/her regular course load (5 courses) the following must apply:**

- The PC student must be a junior or senior in good standing.
- The course cannot be the equivalent of one being taught at PC (in any of its divisions: day school, SCE or graduate school); if taught at PC, there must be an unavoidable schedule conflict.
- The course must be recommended by the student's department/program as being a reasonable extension of the student's program or correcting a deficiency in program requirements.
- The full tuition must be paid to Providence College; any tuition and fees beyond the cost of a course at PC must be borne by the student.
- Official transcripts from the host institution must be received and processed by the Providence College Office of the Registrar, before a Providence College diploma will be issued.
- The host institution is not responsible for any special needs/services required by the student.
- Courses completed through cross enrollment are subject to the College's transfer credit policies. Transfer courses are entered onto the Providence College transcript with a "T" and do not affect the PC GPA. Check the *Transfer Course Database* to learn if the course is currently transferable. If the course you are interested in taking is not in the database, it has not yet been articulated for transfer to PC. In this case, you must provide a course syllabus (via email attachment, to Kathleen Ricci, [kricci@providence.edu](mailto:kricci@providence.edu), Coordinator of Transfer Credit Evaluation). The course will be reviewed for transfer articulation and you will notified of the outcome.  
*Transfer Course Database:* <http://departments.providence.edu/node/11>

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Major: \_\_\_\_\_ Class Year: \_\_\_\_\_ CELL#: \_\_\_\_\_

Host Institution:  RIC  URI  CCRI  FALL  SPRING YR: \_\_\_\_\_

COURSE TITLE & NUMBER at Host College	Transfer Course Equivalent from PC <i>Transfer Course Database – see above</i>	Credit Hours

## ACADEMIC DEPARTMENT CHAIR/PROGRAM DIRECTOR

Please offer a reason/justification for this cross enrollment:

Chair/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE OF THE DEAN

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NEXT STEPS

Submit the completed form to the Office of the Registrar in Harkins 310. In return, you will receive a formal approval letter from the Office of the Registrar. Please show this letter to the host institution when registering.

Application and course registration at the host institution are exclusively the responsibility of the student.

In cases where payment is immediately required by the host institution, Providence College will make the appropriate refund to the student; otherwise Providence College will pay the host institution directly.