

Undergraduate Enrollment in Graduate Courses Permission and Registration Forms

Student name _____

Student ID _____

Name of your primary mentor/academic advisor _____

1. Student's rationale for enrolling in graduate course(s) – (Attach separate page if necessary)

2. Name of study(s)/course(s) that the graduate course(s) will replace in student's concurred degree program:

Undergraduate Study/Course	Replaced By	Graduate Course

3. By signing below the primary mentor/academic advisor acknowledges that the student has the necessary academic skill to complete the proposed graduate course(s):

Signature

Date

4. By signing below the student acknowledges that:

- if permitted to enroll, graduate-level course expectations and grading policy apply;
- permission to enroll is determined by academic preparedness as determined by the appropriate graduate school and space availability; and
- if accepted within two years to the graduate program to which the course(s) applies, the course(s) will apply toward that graduate program.

Signature

Date

The completed permission form should be forwarded via email to:

For all non-nursing course – GradReg@esc.edu. • For nursing courses – Nursing.Program@esc.edu

Office Use Only

School Permission Signature

Date

Procedures for Undergraduate Students to Request Enrollment in Graduate Courses

The graduate schools, School for Graduate Studies and School of Nursing, will provide a list of eligible courses on the college's Web page. The terms for courses are fall 1, spring 1, summer 1 and summer 2.

Undergraduate Consultation with Primary Mentor/Advisor

The undergraduate student consults with his/her primary mentor/advisor and the appropriate graduate school to determine if she/he is ready for graduate-level study, if graduate study is appropriate to his/her goals, and if so, what courses would be relevant to his/her degree program. Some indicators of readiness to engage in graduate study are that students will have been highly successful in upper-level courses/studies demonstrating strong writing and critical-thinking skills, and have completed any prerequisites required for a particular course.

Graduate School Review

The completed permission form is forwarded via email to the appropriate graduate school where it is logged and reviewed by the appropriate school representative. For all non-nursing courses, the form should be sent to GradReg@esc.edu. For nursing courses, the form should be sent to Nursing.Program@esc.edu.

The chair/coordinator determines if the student is prepared for graduate study based on the academic record, consultation with the undergraduate primary mentor/advisor, the course instructor, other mentors if needed, and the student's rationale for enrolling in graduate courses. The primary mentor/advisor would need to advise as to the appropriateness of the courses selected to the planned degree program and provide information about the student's readiness for graduate-level study (or connect the graduate chair or coordinator with other mentors who can provide that advice). The chair or coordinator also ensures that there is space available in the course(s) selected.

If the request is approved, the appropriate graduate school notifies the student, the primary mentor/advisor and the undergraduate assessment center once the enrollment has been fully processed.

The appropriate graduate school will ensure that an approved undergraduate student does not exceed 6 credits of graduate study in any given term and/or 9 credits of graduate study in total.

Appeals

Appeals of decisions would follow the college's academic appeals process and formal appeals would be referred to the appropriate center. For example, appeals of decisions not to allow a student to participate in a graduate course would be directed to the appropriate graduate school and appeals of decisions about the appropriateness of such a course to the undergraduate program would be directed to the student's home center.

School for Graduate Studies

Manual Registration Form for Undergraduate Students

Student name _____ Student ID _____

Advisor _____

TERM Fall 1 Spring 1 Summer 1 Summer 2

ADD COURSE

Select one: Term guide Course created for student

Title _____ Number of credits _____

Course and section number (if available) _____

Instructor name _____

Office Use ONLY

ADD COURSE

Select one: Term guide Course created for student

Title _____ Number of credits _____

Course and section number (if available) _____

Instructor name _____

Office Use ONLY

To the student, by signing this form:

- you are acknowledging liability for all charges on your account
- you have read all relevant billing, withdrawal and financial aid policies on www.esc.edu/FinancialServices

You agree to pay any outstanding balance by the term payment due date. Failure to make payment or payment arrangements (i.e., financial aid, Time Payment Plan) could jeopardize your enrollment. If your enrollment takes place **after** the payment due date, payment for any outstanding balance is due **immediately**. If you make payment by check, you are responsible for any charges resulting from your check being returned by the bank.

Student signature

Date

School representative (please print)

School representative signature

Date

School for Graduate Studies

Manual Registration Form for Undergraduate Students

Instructions

This form must be completed along with the Undergraduate Enrollment in Graduate Courses Permission Form.

- A student should work with his/her primary mentor regarding the request for enrollment in graduate courses.
 - A student should work with designated school staff to complete the form. The student will sign and date the form as acknowledgement for payment responsibility for the course(s) listed.
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Student name: Print the student's name as it appears on his/her record.

Student ID: Enter the seven-digit student system ID number.

Mentor: Print the name of the student's undergraduate mentor.

Term: Check the box for the term of the manual registration change.

ADD GRADUATE COURSE(S)

- **Title:** Print the complete title as it appears in the term guide.
 - **Number of credits:** Enter the number of credits for the course.
 - **Course and section number:** Enter the course and section number from the term guide.
 - **Instructor name:** Print the name of the instructor for the course.
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The student must sign and date the form. The required, dated student signature may be obtained from the student via fax.

The school representative must print his/her name, sign and date the form after reviewing it for completeness.

The school will contact the student if enrollment permission is **not** granted.

Nursing:
Nursing.Program@esc.edu
fax 518-587-5126

Graduate:
GradReg@esc.edu
fax 518-587-9760