



SAINT MARY-OF-THE-WOODS COLLEGE WOODS ONLINE

REQUEST TO ENROLL IN A COURSE AT ANOTHER INSTITUTION

Student's Name:

Course To Be Taken (number and title):

To Substitute for SMWC course (number and title):

Starting and Ending Dates:

Institution Where Course Will Be Taken:

No. of Semester Credit Hours: No. of Quarter Credit Hours:

Student's Reason for Taking the Course at Another Institution:

Student's ID Number:

Academic Advisor's Signature and Date:

Director's Signature and Date:

Note 1: A course description from the other institution is needed to process this request. Submitting the description with this form will expedite processing.

Note 2: Once the student is enrolled at SMWC, it is expected that the student will complete the majority of the requirements remaining for the degree through the program. A minimum of 30 semester hours must be earned at SMWC for the bachelor's degree.

Note 3: It is the student's responsibility to request from the college giving this course that the transcript of credit is sent to: Office of Registrar
Saint Mary-of-the-Woods College
Saint Mary-of-the-Woods, IN 47876

Note 4: Students must earn a C or above from a regionally accredited college for transfer hours to be considered.