

**Drexel University
University City Campus and Center City Campus
Reciprocal Enrollment Application**

Section 1. To be completed by student

A. STUDENT INFORMATION

Name _____ University ID _____

Email Address _____ Major _____ College _____

Campus on which your major resides: University City-Drexel ____ Center City-Hahnemann ____

Term for which you are requesting permission to enroll in the following course _____

Campus on which the course(s) is offered: University City (Drexel) ____ Center City (Hahnemann) ____

B. COURSE INFORMATION (Limited to one course per term)

Course in which you are requesting permission to enroll:

CRN _____ Subject Code and Course Number (i.e. NUTR 101) _____

Section _____

Course Title _____ Credits _____

Instructor's Name _____

Section 2. Home Department Approval (To be completed by the Dean or Director of the student's program at the home campus)

Credit Value Assigned to the course at the home campus: _____

(Conversion hours assigned as follows: Quarter to semester = .667 semester credits for each quarter credit completed [example: 3 quarter credits = 2. semester credits]; Semester to quarter = 1.5 quarter credits for each semester credit [example: 3 semester credits = 4.5 quarter credits])

Course will be used to fulfill the following requirement:

Subject Code and Course Number _____ Course Title _____

Approval Signature _____ Printed Name _____

Date _____

Section 3. Host Department Approval (To be completed by the Dean, Director or Department Head of the Department offering the course at the host institution.)

Approval Signature _____ Printed Name _____

Date _____

Instructor's Signature _____

Printed Name _____

Date _____

Section 4. Final Approval. This form must be forwarded to the Office of Registrar **at least three weeks before the course is scheduled to begin.** You can check the WEB to see if this course has been added.
