Mount Saint Mary College
330 Powell Avenue, Newburgh, New York 12550 • www.msmc.edu

Office of the Registrar
Ph: 845-569-3316 **Fax:** 845-569-3301

Permission to Enroll at Another School

Student Name: _____ **ID#** _____,
a matriculated student at Mount Saint Mary College located in Newburgh, New York has permission to enroll at:

_____ _____
Name of College or University **College Code**

You must receive a grade of C or better for the course to be accepted. C- *grades are not acceptable*. Credits and Grades will be transferred in with this Permission Slip and be averaged in with your Current GPA.

Have you ever transferred credits to MSMC before (circle one)? Yes No
*Students **may not exceed 60 total credits** of work at a two-year institution by combining Transfer and Permission Credits.*

Are you taking this course as a repeat course (circle one)? Yes No
If you are taking a repeat course, please note that the new grade will get calculated into your GPA, but the old grade will always appear on your transcripts.

Course at Other School:

Course Number: _____ Title: _____

Credit hours: _____ Session/Year (ex.Summer 2013): _____

Credit Accepted as Mount Saint Mary College Course:

The division chairperson determines course equivalency below.

Course Number: _____ Title: _____

Additional Elective Credit Course Number(If applicable): _____

Total Credit hours: _____ Office Use Only: Grade: _____ Processed: _____ Date: _____

Required Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Division Chairperson: _____ Date: _____

The completed permission slip must be returned to the Registrar's Office with appropriate signatures for credit to be accepted. Please request an official transcript from the other institution to be sent directly to the Registrar's Office no later than the semester following for processing.