

UPM #3 – InterInstitutional Registration

PURPOSE

These regulations are intended to advise students and administrators of policies on interinstitutional registration and to provide appropriate regulation of that portion of these registrations which is carried out at The University of North Carolina at Chapel Hill.

GENERAL PROVISIONS

Under the interinstitutional program, any enrolled degree seeking Graduate, Professional or Undergraduate student may register for courses at [UNC-Charlotte](#), [UNC-Chapel Hill](#), [UNC-Greensboro](#), [NC State University](#), [NC Central University](#), and [Duke University](#) with appropriate approval from their home institution.

The student may take a course, providing seats are available, at a participating university if the student's academic advisor or dean can certify that the course is appropriate for the student's degree program, e.g., graduate courses only for graduate students, and that the course is not available during the same academic term at the home institution. Enrollment by interinstitutional registration is normally limited to:

FALL AND SPRING TERMS

- Two courses per term for a graduate (*or professional school*) student, provided that the student is also registered for the balance of his/her normal load at their home institution
- One course per term for an undergraduate student, provided that the student is also registered for the balance of his/her normal load of 12 credit hours at their home institution.

SUMMER SESSIONS

- One course (*as defined by the host institution*) per summer session term, provided that the student (*graduate & undergraduate*) is also registered for at least three credit hours per session at their home institution in that term.

If there are any variances from the above criteria and the home institution approves of the interinstitutional registration, then the visiting institution is obligated to accept the registration.

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At UNC-Chapel Hill, interinstitutional students are not permitted to take Carolina Courses On-line through the Friday Center for Continuing Education because the tuition is not at the prevailing rate. On-line courses taught through individual departments are allowed, as long as the student receives the appropriate approvals.

REGISTRATION

The last day for a student to submit an interinstitutional request to the Office of the Registrar will be the last day to add a course without departmental approval. This information corresponds to that term's University Registrar's Calendar, located at this link: <http://registrar.unc.edu/academic-calendar/>.

If a student is interested in a course that begins after this deadline due to differing University schedules, or separate modules that the course is being offered in, the deadline will be the fifth day after the start of that class. Start dates will be verified with the school offering the course.

UNC-CH students wishing to take courses at the participating interinstitutional schools:

PROCESS	
UNC-CH STUDENT	Obtains Inter-institutional approval form from the Registrar's Office, Student Academic Services Building (<i>SASB North</i>).
UNC-CH STUDENT	Obtains appropriate approval (<i>Graduates must get Advisor approval; Undergraduates and Professionals must get Dean's approval</i>).
UNC-CH STUDENT	Take signed Inter-institutional approval form to the Registrar's Office, Student Academic Services Building (<i>SASB North</i>).
REGISTRAR'S OFFICE	Verify signatures on approval form as well as that the student is registered for appropriate number of hours.
REGISTRAR'S OFFICE	Fax or mail copy of I-I approval form to Visiting Institution.

Registration in a requested course must be confirmed by the visited institution for enrollment to be complete. Inter-institutional courses cannot be added on a post-semester basis for any reason.

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TUITION

A student will be billed by his/her home institution for all the courses taken (*including inter-institutional courses*) at the prevailing tuition rate. The University of North Carolina at Chapel Hill will receive no fees from an inter-institutional student taking courses at this campus unless there is a special fee associated with a particular course. In such a case the student must pay the fee.

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STATISTICAL REPORTING

Visiting students taking courses through inter-institutional registration at The University of North Carolina at Chapel Hill will not be included in the head count or full-time equivalent count of students enrolled at this university. The credit hours taken by visiting students will not be included by The University of North Carolina at Chapel Hill in statistical reports.

Conversely, students whose home institution is The University of North Carolina at Chapel Hill and who are taking courses through inter-institutional registration at another school will be included in this university's head count and full-time equivalent count of students. The credit hours taken at the visited institution will be treated statistically as if they were taken at this university.

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GRADING AND GRADE REPORTING

A student taking a course by inter-institutional registration will be graded in the course in accordance with the grading system of the institution where the course is taken and converted in accordance to the grading system of the home institution. The identification of the institution at which the course was taken will be in the space where the descriptive title is normally shown.

ATTACHMENT

[Inter-institutional Approval Form](#)

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