



**Enroll in a course at another College,
University or Extension center**

Student ID Number: _____

Date: _____

Student Name: _____

Syllabus or adequate course description must be attached.

Reason for Request

(Continue on back if extra space is needed)

Course and Institution Information

Institution Name: _____

Location: _____

Course Dept and Number: _____ Title: _____

Credit Hours: _____ (semester/quarter) Term Dates: _____

Is this course an online course? Yes No unknown

Approval Signatures
(must be signed in order)

(If denied, provide reason in spaces below or use back of page)

1. Advisor: _____ / _____ Approved Denied
(print name) (signature) Date

2. Dean of Division of Course in Question:
_____ / _____ Approved Denied
(print name) (signature) Date

3. Vice President for Academic Affairs:
_____ Approved Denied
Date

- A. Students requesting permission to enroll at Saint Martin's University extension center campuses are reminded that priority registration is given to active duty military and their dependents, additional registrations are permitted on a "space available" basis.
 - B. Students may not exceed credit hour limitations (18) per semester; (12) per summer.
 - C. Students requesting permission to enroll at a college other than Saint Martin's are reminded they must complete 32 semester credits in residence at Saint Martin's University.
 - D. Students must receive a grade of C- or better to receive credit for transfer work.
 - E. This form must be signed and returned to the Records Office prior to enrollment in the course
 - F. To receive credit for course work you must submit an unofficial transcript with this form to: VPAA Office, Saint Martin's University, 5300 Pacific Ave SE, Lacey, WA 98503, who will submit to Registrar's Office on completion.
- ** PLEASE NOTE COURSES TAKEN AT THE EXTENSIONS DURING THE REGULAR ACADEMIC YEAR HAVE AN ADDITIONAL COST****