

TO: All Undergraduate Students Who Plan on Enrolling in a Summer Course in ANOTHER College or University

FROM: Linda S. Holden, Associate Director of Student Services
Undergraduate Programs

SUBJECT: Special Forms for Summer Courses

If you are planning on taking a summer course at a college or university OTHER THAN THE UNIVERSITY OF PITTSBURGH, you must obtain a permission form from the Student Services Office. This insures that you are planning on taking an appropriate course, which would then fulfill one of your requirements (i.e., Statistics, Anthropology, Sociology, a creative expression-type course.)

The process is very simple. Obtain a “**Permission to Enroll at Another College or University**” form from the Student Services Office. Carefully read and then complete the form. **You must attach a course description from the school you will attend in the summer.** Leave the form for me to sign. As indicated on the form, you will need to supply an official transcript after completion of the course.

We require that the form be completed for your benefit and turned in by January 31. You will be able to pick up your form within a week.

If you have any questions, please make an appointment with me.

Thank you very much.

**UNIVERSITY OF PITTSBURGH SCHOOL OF NURSING
 PERMISSION TO ENROLL AT ANOTHER COLLEGE OR UNIVERSITY**

Name: _____ Student ID: _____

Class of: _____ Date: _____ Phone: _____

Address: _____

 City State Zip Code

College or University You Want to Enroll at: _____

City: _____ State: _____

Previous work completed at this school? ___YES ___NO Planned Term of Attendance: _____

Planned Courses: (Attach course description for each.)

<i>TO BE COMPLETED BY STUDENT</i>			<i>Do not write in shaded section. This section is completed by Student Services</i>	
<i>Dept. and No.</i>	<i>Course Title</i>	<i>Credits</i>	<i>Pitt Equivalent</i>	<i>Credits</i>

PLEASE READ CAREFULLY BEFORE SIGNING:

I am requesting approval of the above courses. I understand that:

- 1) A grade of "C" or better must be earned to receive credit for the course.
- 2) The grade earned will not be used to compute my Pitt QPA.
- 3) To receive credit I must arrange to have an OFFICIAL TRANSCRIPT sent to the University of Pittsburgh School of Nursing Student Services Office, 239 Victoria Building, Pittsburgh, PA 15261 ATTN: **April Bruce**.

 Student Signature

The above course(s) are: approved. not approved.

Comments: _____

Associate Director of Student Services,
 Undergraduate Programs

Date