

Request to Enroll at Another Institution

Currently enrolled UNTHSC undergraduate biomedical science students who wish to take courses at another regionally accredited U.S. institution must obtain advance written approval. This process permits a student to enroll elsewhere in a suitable course unavailable at HSC.

1. The Request to Enroll at Another Institution form can be found on the SBS [website](#). Submission of this form does not guarantee approval.
2. Only students in good standing (good standing with HSC means not currently on academic probation, disciplinary probation or suspension or owe outstanding debts to HSC) with the UNTHSC will be permitted to enroll at another institution.
3. Catalog numbers and descriptions/syllabus of courses to be taken elsewhere must be submitted with the request for approval.
4. If enrollment is approved, a minimum course grade must be achieved, however, grades themselves do not compute into any UNTHSC GPA. For undergraduate courses, a minimum grade of C (2.0 on a 4.0 scale) is required.
5. Completed forms must be submitted to the academic dean or designee of the school/college to receive written approval.
6. School/College-Approved enrollment forms will be sent to the academic advisor, program student navigator, Registrar and Student Records Office (registrar@unthsc.edu) and Office of Financial Aid (finaid@unthsc.edu). If enrollment is denied, the dean or designee communicates the decision to the requesting student.
7. Upon course completion, students must submit to the UNTHSC Registrar and Student Records Office (see details below) an official transcript from the visited institution for all course work taken elsewhere.
 - Electronic official transcripts are accepted at UNTHSC, use email address registrar@unthsc.edu
 - Hard copy official transcripts should be mailed to: University of North Texas Health Science Center, Registrar and Student Records Office, 3500 Camp Bowie Blvd., Fort Worth, TX 76107
8. The Registrar and Student Records Office will process the course transfer credits onto the student's academic record (transcript) that meet the above criteria and communicate completion of transfer credit with the student, and all necessary school/college administration.
 - Students that have not submitted their official transcript from the visiting institution indicating final grades will have a hold placed on their record by the academic program student navigator.
 - Holds will be removed by the Registrar and Student Records Office once the transcript is received.

REQUEST TO ENROLL AT ANOTHER INSTITUTION



I. STUDENT INFORMATION

Student Name: _____

Student ID: _____

Current Major(s): _____

Anticipated Graduation Date: _____
Month Year

II. EXTERNAL INSTITUTION INFORMATION

Institution Name: _____

Proposed Date to Attend: Year: _____ Semester: Interession Summer Spring Fall

III. COURSE INFORMATION

Indicate the other institution's course you plan to take					UNTHSC Course Equivalency				Transcript Evaluator Use Only			
Course Title (College Algebra)	Course Prefix (PHYS)	Course Number (1401)	Credits (4)	Course Type (Check box)	Counts Toward (Check all that apply)			Equivalent		Approved	Previously Taken	Notified Student
								Course Prefix (PHYS)	Course Number (1410)			
				<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online	<input type="checkbox"/> GEC <input type="checkbox"/> Major	<input type="checkbox"/> Minor <input type="checkbox"/> Elective			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online	<input type="checkbox"/> GEC <input type="checkbox"/> Major	<input type="checkbox"/> Minor <input type="checkbox"/> Elective			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online	<input type="checkbox"/> GEC <input type="checkbox"/> Major	<input type="checkbox"/> Minor <input type="checkbox"/> Elective			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online	<input type="checkbox"/> GEC <input type="checkbox"/> Major	<input type="checkbox"/> Minor <input type="checkbox"/> Elective			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online	<input type="checkbox"/> GEC <input type="checkbox"/> Major	<input type="checkbox"/> Minor <input type="checkbox"/> Elective			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IV. REQUIRED SIGNATURE

Student Signature: _____

Date: _____

V. APPROVAL SIGNATURE

Academic Advisor Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

Dean or Designee Signature: _____
(Of school in which major resides)

Date: _____

If you are sponsored by an outside agency, approval of this form does not guarantee acceptance by a third party, only transfer of coursework into UNTHSC and toward degree requirements.

For Office of Student Records Use Only
 Processed by: _____ Date: _____