



## FORM SUBMISSION PROCESS

### Off Campus Class Form

**Student:**

- Consult with Program Advisor to determine eligibility for taking an off campus class.
- Completes the Off Campus Class Form and submit to the Program Advisor.

**Program Advisor:**

- Reviews form to see that all information is complete and accurate (include student's current cumulative GPA).
- Sign the form indicating that the course indicated fits the degree program and send it to the Administrator, Program Advising.
- Administrator, Program Advising reviews form for accuracy and grants final approval.
- The original is given to the Office of Enrollment Services, a copy is given to the student and a copy is retained for the student's advising file.

When the course(s) has been completed, the student must send an official transcript to the Office of Admissions. A copy will be forwarded to the Administrator, Program Advising for transfer evaluation.