

Inter-Institutional Application: MSU Denver Students Taking CCD Classes

Name: _____	
Date of Birth: _____	Student ID#: _____
E-mail: _____	Phone Number: _____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.	
Signature: _____	Date: _____

Policy: Inter-Institutional registration applies to Metropolitan State University of Denver (MSU Denver) students taking courses at the Community College of Denver (CCD) and vice-versa. In order to be enrolled in the Inter-Institutional registration program as an MSU Denver student, you must have already been accepted at MSU Denver. Approval must be granted by the associated MSU Denver's Office of the Registrar and CCD. Students found to be registered at CCD without proper approvals will not receive credit from MSU Denver.

- MSU Denver students may register Inter-Institutionally for a maximum of nine (9) credits for the spring and fall semesters and six (6) credits for the summer.
- MSU Denver students may not register for more credits at CCD than they are taking at MSU Denver.
- If a class for which you have registered at CCD results in an overload at MSU Denver, that class will not be added to your registration unless an Overload Petition has been approved by MSU Denver.
- If you are not registered for any classes at MSU Denver, classes from CCD will not be added to your registration.
- CCD deadlines must be followed to add, drop, and withdraw from CCD Inter-Institutional courses.
- It is your responsibility to ensure that registration occurs at CCD. Failure to do so may result in receiving failing grades or not receiving credit.
- CCD Inter-Institutional courses do not satisfy academic residence requirements for a degree from MSU Denver.
- Only courses transferable to MSU Denver will apply toward a degree.
- It is the student's responsibility to notify CCD if they make any changes to their Inter-Institutional registration. Failure to notify CCD may result in additional tuition and fees.
- Admittance to classes is granted when space is available.
- Student is responsible for all course fees.
- If you have holds by any office at MSU Denver, the CCD class will not be added to your registration.

MSU Denver students are **prohibited** from registering for:

- HPS (Human Performance and Sports) courses.
- CCCS online courses (indicated in the course description). Only CCD online courses are permitted for registration.
- CCD Correspondence courses.
- CCD Off-campus courses (Only main campus courses are allowed).
- Remedial courses (any course below the 100-level).
- Non-transferrable courses. It is the student's responsibility to verify if a CCD Inter-Institutional course is transferable.

Procedures and steps on Inter-Institutional registration:

1. Complete the MSU Denver Inter-Institutional Application with your personal and course information and apply to CCD online (www.ccd.edu/apply).
2. Submit the form to the MSU Denver Office of the Registrar.
3. If the Inter-Institutional Application is approved, the MSU Denver Office of the Registrar will forward it to the CCD Office of Registration and Records for final approval.
4. Log into CCDConnect from www.ccd.edu/ with your S# and password and register for your course(s).

Inter-Institutional Application: MSU Denver Students Taking CCD Classes

Deadline: Dates vary by term, please reference the academic calendar for specific dates and deadlines.

Office Use	CCD Course Number (e.g. BIO 111)	Credit Hours	Section	Course Title

Local Address: _____
Street
City
State
Zip Code

Residency Status: Resident Non-Resident Visa: _____
Visa Type

Semester and Year: _____

How many credit hours will you be registered for at MSU Denver during the term listed above?
 (NOTE: The credit hours at CCD cannot exceed the amount of credits you are taking at MSU Denver) _____

Acknowledgement by student: By signing this form I understand it is my responsibility to verify the course/s listed above are transferable and eligible under the Inter-Institutional policy. I understand that I must notify both CCD and MSU Denver if I make any changes to my Inter-Institutional registration, and failure to do so may result in additional tuition and fees. I also acknowledge that I have read and understand the policy and guidelines and I assume full academic and financial responsibility.

CCD Student ID#: _____

Student Name: _____ Signature: _____ Date: _____

MSU Denver
 Approving Authority: _____ Signature: _____ Date: _____

CCD
 Approving Authority: _____ Signature: _____ Date: _____

Office Use Only

Identity confirmed by: _____ Date: _____

Processor/Approver: _____ Date: _____