

**CROSS REGISTRATION/EXTERNAL COURSE OF STUDY
APPROVAL REQUEST**

Palmer Theological Seminary • 588 N. Gulph Rd. • King of Prussia, PA 19406 • FAX 484-384-2398 • EMAIL semregis@eastern.edu

NAME: _____ (PLEASE PRINT)

ADDRESS or Campus Box #: _____

DEGREE PROGRAM: _____; **CLASS STATUS (Jr., Mid.; Sen.):** _____

LOCATION WHERE COURSE IS TO BE TAKEN:

Institution: _____ **Attention (?):** _____

Mailing Address: _____

City, State, and ZIP: _____

***SEMESTER/YEAR IN WHICH YOU WILL TAKE COURSE:** _____

COURSE TITLE (include course number): _____

Number of Units/Credits: _____

INSTRUCTOR: _____

COURSE DESCRIPTION (CAN ATTACH): _____

REASON FOR TAKING COURSE: _____

INSTRUCTOR'S APPROVAL (REQUIRED COURSES ONLY): _____

***COURSE MUST BE TAKEN DURING SEMESTER/TERM INDICATED. STUDENT MUST REAPPLY IF UNABLE TO DO THE COURSE DURING APPROVED TIME FRAME.**

STUDENT'S SIGNATURE: _____ **DATE:** _____

REGISTRAR'S DECISION

APPROVED; # of UNITS _____; **NOT APPROVED**

FOLLOW-UP REQUIRED: _____

REGISTRAR'S SIGNATURE: _____ **DATE:** _____

CROSS - REGISTRATION GUIDELINES

SUGGESTED INSTITUTIONS: LANCASTER, LUTHERAN, MORAVIAN, ST. CHARLES, WESTMINSTER, BIBLICAL THEOLOGICAL SEMINARIES; EASTERN, AND TEMPLE UNIVERSITIES.

NOTE* THIS FORM IS ALSO TO BE USED WHEN TAKING ONLINE COURSES

PURPOSE: To **encourage** students to take advantage of the opportunities available to study and to learn from other experts in theological education.

CLASS SCHEDULES: Every semester each seminary submits a schedule of course offerings to participating institutions as soon as the schedule becomes available. Schedules can be located on **Bulletin Board of Registrar's Office**, and online at most institutions' websites.

COURSES: Students are permitted to register for elective courses only. Any exceptions to this should be communicated clearly in writing.

** Students may register for required courses at an area seminary only if:

(1) A denominational or area elective requirement is involved; (2) In the case of other required courses (e.g. N.T. Greek), (a) Palmer Theological Seminary (Registrar) approves; (b) The school offering the course (host institution) approves; (c) Primary institution's (PTS) instructor approves (**signature required**).

PAYMENT: (1) In the case of **Lutheran Theological Seminary (LTS-P)**, payment for elective courses is made at the student's primary school (PTS), and payment for required courses is made at the school offering the course (LTS-P). This also applies to courses that are being taken as a denominational or area elective requirement; (2) In the case of **all other seminaries**, payment for both required and elective courses are made at the school offering the course.

CERTIFICATION/FOLLOW-UP: When requesting permission to take a course at another institution, the student must complete this form as an official request, and the following procedures will apply:

- (1) Upon the approval by the *registrar*, a certification letter will be prepared by the student's primary institution that includes the following: (a) name of the student; (b) a statement from the *registrar* that the student is in good standing in a degree program (M.Div., M.T.S.); (c) that the primary institution approves the student taking the course and agrees to accept the credits granted for the completed course work.
- (2) If the student wishes to register for a denominational or area elective course requirement, the student must consult with the primary school (Palmer) *registrar* **before** proceeding further ;
- (3) Student will receive a copy of this completed form and the approval letter sent out on the student's behalf.
- (4) In the case of external course of study, the student is responsible for having their transcript sent to the primary institution (PTS, **c/o Registrar**) for credit toward their degree program.
- (5) In the case of cross-registration, registrar of primary institution (PTS) will issue an official grade sheet to the host institution, and student's grade will appear on their PTS grade report.

USE OF FACILITIES: (1) Students should possess an updated student ID card to entitle them to use the library facilities and, (2) Students are responsible for making their own parking arrangements with the appropriate department at the host school.

RO:08/2012