



# SEATTLE UNIVERSITY

## OFFICE OF THE REGISTRAR

901 12<sup>th</sup> Avenue  
P.O. Box 222000  
Seattle, WA 98122-1090  
(206) 220-8030; Fax: (206) 296-2443  
Email: registrar@seattleu.edu

# DUAL ENROLLMENT REQUEST

RMRRDERC

**For current undergraduate students only**

Student ID Number: \_\_\_\_\_

SU Email: \_\_\_\_\_@seattleu.edu

Student Legal Name: \_\_\_\_\_  
Last First Middle

Major or Program: \_\_\_\_\_

### INSTRUCTIONS:

- Review approved reasons for dual enrollment per the Dual Enrollment Policy below.
- Complete attached Transfer Verification Request along with this form to request Dual Enrollment.
- Consult with assigned Financial Aid counselor to verify dual enrollment impact on financial aid.

### Per DUAL ENROLLMENT POLICY (#75-6)

Consideration of dual enrollment for undergraduate students is initiated when a student submits a "Transfer Verification Request" form to the Registrar. Approval must be obtained in advance of enrollment at the second institution.

There are limited circumstances when dual enrollment is appropriate. Please indicate which approved circumstance applies to you:

\_\_\_\_\_ When a student would significantly benefit from a course not offered at Seattle University but available at another institution

\_\_\_\_\_ When, because of infrequency of a particular offering, taking the course at Seattle University would unreasonably delay graduation, a delay which could be avoided by dual enrollment

\_\_\_\_\_ During a one quarter transition when a student first transfers to Seattle University while still completing course work at the institution from which he or she is transferring

Additional Information if needed: \_\_\_\_\_

School at which you plan to enroll: \_\_\_\_\_

Total credits you plan to take at this school: \_\_\_\_\_ Year/Term you plan to enroll: \_\_\_\_\_

How many **total** credits (SU and other institutions) will you take? \_\_\_\_\_ SU Cum GPA: \_\_\_\_\_

**I understand that dual enrollment is an exception to policy and is not automatically approved.**

► **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR DEAN'S OFFICE USE ONLY

Overload of total credits (if necessary):  Approved  Denied

Dual enrollment:  Approved  Denied ► \_\_\_\_\_  
SIGNATURE, STUDENT'S DEAN OR ASSOCIATE DEAN DATE

DEAN'S OFFICE COMMENTS:



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Email: registrar@seattleu.edu

# TRANSFER VERIFICATION REQUEST

(RMRRTV\_C)

**For current undergraduate students only**

### INSTRUCTIONS:

- Submit this form to the Office of the Registrar **prior** to enrolling in any course at another institution.
- If you plan to enroll at another institution while also registered at SU, approval is required through completion of **Dual Enrollment Request Form**.
- **This form is valid only when reviewed and signed by an Academic Specialist in the Office of the Registrar.**
- The completed form will be emailed to you upon completion.
- Upon completion of the approved courses, have the institution you attended mail an official transcript to:  
Office of Undergraduate Admissions, Seattle University, 901 12<sup>th</sup> Ave, PO Box 222000, Seattle, WA 98122-1090.

Student ID Number: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_ SU Email: \_\_\_\_\_@seattleu.edu  
Area Code

Student Legal Name: \_\_\_\_\_  
Last First Middle

Major or Program: \_\_\_\_\_

It is recommended you speak with your Advisor to ensure course(s) apply to your academic plan. Did you consult with your advisor?  Yes  No

► **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

List the course(s) you plan to take at another institution. **You may only transfer 90 lower division credits or up to 135 total credits (including an additional 45 upper division credits). Additional transfer coursework will satisfy content requirements only and will not apply to the 180 minimum credits required for graduation.** Satisfaction of content requirements means that the Seattle University requirement will be met upon successful completion of the transfer course but credits will not transfer. **The senior year must be spent in residence at the university, which shall be understood to mean the final 45 credits of degree requirements ([Transfer Credit Policy 77-1](#)).**

School at which you plan to enroll: \_\_\_\_\_

State in which school is located: \_\_\_\_\_

*Attach copies of course descriptions if the school is outside of Washington State*

Total credits you plan to take at this school: \_\_\_\_\_

Year/Term you plan to enroll: \_\_\_\_\_

Will you also be enrolled at Seattle University this quarter?  Yes  No

*If yes, complete the Dual Enrollment Request Form for approval from your Associate Dean.*

Are these courses repeats of courses you have previously taken?  Yes  No

*If yes, review the Repeated Courses policy (77-2) at [www.seattleu.edu/registrar](http://www.seattleu.edu/registrar).*

Course Subject & Number <small>(e.g., ACCT 203)</small>	Course Title	Sem or Qtr Credits <small>(e.g., 2 QTR)</small>	Intended SU Course Equivalent <small>(e.g., ACCT 2310)</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>REGISTRAR APPROVAL</u>			
Equivalent SU Course	CORE, Major or General Elective	# of Qtr Credits	Min Grade Accepted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### REGISTRAR COMMENTS

With current registration status, student will have \_\_\_\_\_ total credits after \_\_\_\_\_ quarter.

The course(s) listed on this form will transfer as:

\_\_\_\_\_ credits OR \_\_\_\_\_ credits plus content-requirements satisfied OR \_\_\_\_\_ content-requirement satisfied

STUDENT ACADEMIC SPECIALIST COMMENTS: \_\_\_\_\_

► \_\_\_\_\_  
Signature, Academic Specialist Date

► \_\_\_\_\_  
Signature, Core Director Approval Date