

University of the Incarnate Word

**Request to Register for Inter-Institutional Course
(See Reverse Side for Regulations)**

I. Student's Request:

Date: _____ Classification: (Fresh., Soph., Jr., Sr., Grad.) _____

Name: _____
Last First Middle Suffix Social Security Number

Permission is requested to enroll during the indicated semester in the following course or courses.

Institution: _____ Oblate School of Theology
_____ Our Lady of the Lake University
_____ St. Mary's University (See instructions on reverse side)
Person approving enrollment:

Name Title

1. Course Title: _____

Course Number: _____ Semester: _____
Department Number Section Semester Year

Instructor: _____ Semester Hours: _____

2. Course Title: _____

Course Number: _____ Semester: _____
Department Number Section Semester Year

Instructor: _____ Semester Hours: _____

II. Tuition Waiver Status: ___ UIW Faculty/Staff ___ UIW Dependent

III. Signatures:

Student Date

Academic Advisor Date

Dean Date

Business Office Date

Registrar's Office Date

**Regulations for Inter-Institutional Enrollment
(United Catholic Colleges of San Antonio)**

1. A student enrolling at St. Mary's must obtain permission from the department concerned and obtain the name of the person in the department who approved the enrollment.
2. UIW tuition discounts are not authorized for inter-institutional enrollment. Full tuition will be charged.
3. Students attending UIW under institutional scholarships or tuition "trade-outs" for business services are not eligible for this program unless they are willing to pay full tuition for the course.
4. Registration for these courses obligates the student for the appropriate tuition and fees associated with each course.
5. UIW staff/faculty/dependent tuition waivers are not applicable at St. Mary's University. UIW staff/faculty will be limited to a tuition waiver for three semester hours at the other institutions. Full/unlimited tuition waiver for employee dependents will be honored by all institutions except St. Mary's University.
6. Enrollment in a course may be used by the parent institution in computing financial aid awards
7. A student enrolling in a "travel/credit" program may arrange to pay all associated costs to the parent institution and the funds will be sent to the institution sponsoring the program.
8. Excluded programs:
 - St. Mary's University – doctoral and law programs.
 - Our Lady of the Lake – weekend and doctoral programs
9. **Approval will not be granted if an equivalent course is available at UIW.**