

Inbound Exchange Course Request Form

Name: _____ Major: _____

Home University: _____ Semester/Year: _____

How Many Credit Hours Would You Like to Take (12 minimum-18 maximum): _____

While at Montclair State University, you will take classes that complement your studies at home as you can also explore new courses that interest you. **Students must register for a minimum of 12 credits and a maximum of 18. Inbound Exchange/Visiting students are allowed to take only one hybrid/online class per semester.**

At Montclair you have the opportunity to learn from world-class scholars across thirteen colleges and schools, within a breadth of classes that can pique your interests. Exchange students, in most cases, may select courses in any of the University's Schools and Departments. There are a few exceptions, for example:

- Prerequisites must be satisfied for some higher level courses
- English writing samples may be required for some classes
- Portfolios may be required for some art classes
- Auditions may be required for some music and theatre classes
- Students are excluded from most accounting classes above the 200-level, from almost all Education and Nursing courses.
- MBA courses are not available to exchange students.
- Art and dance classes may also be limited due to studio space.

Directions:

- Please review the course catalogue for the semester of your studies and select eight different classes that you are interested in. When selecting classes, think about what classes you need to graduate from your home university as well as your interests.
- Place these in order of preference with one being the class that you want to take the most and eight being your least desired course of the group. On the next sheet, please justify your reason for wanting to take said course.
- Submit this form to the Program Associate for Inbound Exchange as soon as possible for review. We will then work to register you for courses for the upcoming semester. This process will include requesting permits from university departments to sign you up for classes.
- When a permit has been processed, you will be notified that you will need to register for the course manually. The Office of International Academic Initiatives will assist in getting you permission to enter these classes, however, you are responsible for physically signing up for the courses.
- The closer that you submit this form to your arrival and the beginning of the semester, the less likely you'll be able to get into these requested courses due to seat capacity and permit processing wait time.

Course taken at home university that you propose we count as this prerequisite.

Montclair State University
Course Title

Subject
Description
and Course
Number

Section
Number

Course
Regulation
Number
(CRN):

Montclair State
Prerequisite
Course Name/Number
Found in Section/Course
Detail

AND

Justification for Why You Need / Want to Take
Course

	Montclair State University Course Title	Subject Description and Course Number	Section Number	Course Regulation Number (CRN):	Montclair State Prerequisite Course Name/Number Found in Section/Course Detail	Course taken at home university that you propose we count as this prerequisite. <u>AND</u> Justification for Why You Need / Want to Take Course
	EXAMPLE: Advanced Microbiology	BIO 301	01	40123	Intro to Microbiology - BIO 201	Microbiology Basics - BIO 216. I need Advanced Microbiology for as a course requisite for me to graduate for my home university.
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