

## **CRC Instructions for Meredith College students taking a Cooperating Raleigh College Course**

- In order to take a Cooperating Raleigh College (CRC) course, a Meredith student must enroll for a minimum of 12 hours for the semester. The hours taken at the CRC institution may count as part of the 12 hours.
- A student is not eligible to take CRC courses during their freshman year. Exceptions will be made for students in the dual-degree engineering or other cooperative programs.
- Some distance learning/on-line courses are included in the CRC options.
- Meredith students may take up to three courses through the CRC program per academic year.

The process:

1. Fill out a [CRC application form](#).
2. Obtain your advisor's approval and signature.
3. Obtain the signature of the appropriate Meredith department head. For example, if you are applying for an English course, you will get the English department head to sign and so forth. If you are applying for more than one course, you must obtain the signature of the appropriate department head for each course.
4. Obtain the signature of the appropriate Meredith Dean who oversees the department in which you are transferring the course. Your advisor or the department head can direct you to the appropriate Dean.
5. Submit the completed form to the Meredith registrar's office. The registrar will sign the form, send the form to the appropriate institution, and add a placeholder class, CRC-001, on your schedule. The placeholder class will appear on your schedule until the visiting course is added to your record. When your registration is processed, you will receive an email from the visiting institution. It is the student's responsibility to check their email to confirm whether or not she has been registered for the class. Note: Each school has their own CRC registration calendar. Your registration may not be processed by the visiting school until their own students have registered. Contact the Meredith College registrar's office if you have questions.
6. The institution you are visiting will send your final grade to Meredith at the end of the semester. If you are taking a CRC course during the semester you plan to graduate, be sure to check with the instructor of the course to determine if your final grade can be reported in time for graduation. Grades must be received by August 31st for summer graduation, December 31st for December graduation or noon the day Spring grades are due for May graduation.

Notes:

Students who wish to change their CRC schedule must do so within the deadlines established by the visiting institution.

CRC courses are considered part of your full-time registration. If you take a CRC course that results in 19 or more hours of registration for the semester, you will be billed for the additional hours at the Meredith College per credit hour rate.

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