

## REGISTERING ON A LETTER OF PERMISSION AT A LOCAL UNIVERSITY

**WHY:** The other metro universities offer a wealth of courses in areas that are not offered at NSCAD University. In general, NSCAD students are welcome to register for these courses to fulfill liberal arts electives or open electives in their degree programs. NSCAD students must be governed by any prerequisites that are in place for these courses, and in many cases, will register for courses at the 1000 or 2000 level. In total, NSCAD students may use 45 credits of 1000-level courses toward their degree.

**\*\*\*\*A final grade of 60% or "C" grade or better must be received to transfer credit back to NSCAD.\*\*\*\***

**HOW:** NSCAD students must follow the admission and registration procedures of the hosting institution.

**ENGLISH REQUIREMENT:** Students who wish to register in courses at local universities at the 2000 level and above **must have met the English Requirement** at NSCAD University.

**APPLICATION:** In many cases, an admissions application will be required from a NSCAD student who is registering for the first-time at another Metro university. On such an application, NSCAD students should indicate their application category as **VISITING STUDENT**. Once a student is accepted by the host institution, a commitment fee may be solicited.

**LETTER OF PERMISSION:** Before registering at a host institution, the student must obtain a LETTER OF PERMISSION from the Office of Student and Academic Services at NSCAD. Copies of the Letter of Permission must be taken by the student to the following offices:

- Metro university's Registrar's Office
- Metro university's Business Office
- Copy for Student's own records

Students should make themselves aware of their degree requirements and how the course will count toward their degree program.

**ON-LINE REGISTRATION:** Once you have been notified that your application is accepted, your record will be entered in the database of the host institution and you will be able to register on-line. Students may wish to consult the Registrar at NSCAD regarding scheduling issues before actually registering for a course. Many courses are offered on a full-year basis and must be accommodated in both Fall and Winter semesters. Full-year courses usually have suffices such as **.6, X/Y, or .0**. Half-year courses will have a suffix such as **.3, or X or Y, or .1—Fall or .2—Winter**.

### WHAT NEXT

**NSCAD REGISTRATION:** After a student has registered for a course at a local university, s/he should double check with NSCAD's Office of Student and Academic Services to assure that the course has been properly added to her/his semester registration.

**WHEN DO CLASSES BEGIN:** Be sure to check when classes begin at the Metro university so that you do not miss the first class meeting.

**NEED TO DROP/CHANGE A COURSE:** NSCAD students must follow the drop dates and withdrawal dates set out in the registration booklet for the specific semester. There are often *serious financial costs* to a student for dropping a course *after the first two weeks* of a semester (50% tuition charge). Therefore, students should try to make their decisions as soon as possible, and should consult with the Assistant Registrar at NSCAD if they have questions about their registration: [dcampbell@nscad.ca](mailto:dcampbell@nscad.ca)

Students must complete drop/withdrawal forms at both universities and must bring a copy of the change form from the Metro university to NSCAD's Office of Student and Academic Services.

**RESIDENCY:** Courses taken on Letter of Permission do not count towards NSCAD Residency requirements:

- At least 45 credits must be completed through courses offered by NSCAD
- A student must complete a minimum of 30 credits at NSCAD after being admitted to a Major Program
- A student must complete a minimum of half the requirements of the chosen Major or Minor at NSCAD.

**TUITION FEES: Effective September 2010:** Students taking courses at Metro Universities (DAL, King's, SMU, MSVU) or at other universities outside of the Halifax area on a Letter of Permission are expected to **pay fees directly to the other institution**

**NON-TUITION FEES:** Each student is responsible for any additional expenses such as studio fees, lab fees, health insurance, bus pass, late fees, and interest charges levied by the other institution.

### **CONTACTS**

Dalhousie University  
Saint Mary's University  
Mount Saint Vincent University

[www.dal.ca](http://www.dal.ca)  
[www.stmarys.ca](http://www.stmarys.ca)  
[www.msvu.ca](http://www.msvu.ca)



## LETTER OF PERMISSION for local Halifax Universities

To the Registrar at \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

This student has permission to take the following course(s) to be applied for transfer of credit to NSCAD. Please ensure that this form is submitted to the Registrar at NSCAD before enrolling in the course(s) at the other university. Credit will be awarded after the Registrar at NSCAD has received the grade(s). For a Letter of Permission for other universities please contact the Registrar.

Student's Name \_\_\_\_\_ NSCAD ID # \_\_\_\_\_  
Last / First)

Address \_\_\_\_\_ Email address \_\_\_\_\_  
Telephone \_\_\_\_\_

Your Degree Program \_\_\_\_\_ English Requirement Met: Yes \_\_\_ No \_\_\_

How many credits will you be registered for at NSCAD? Full Time: 15 \_\_\_ 12 \_\_\_ 9 \_\_\_  
Part Time: 6 \_\_\_ 3 \_\_\_

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Course: \_\_\_\_\_

Department & Course	Course Title	Days and Times
Semester(s)    ( ) Fall            ( ) Winter		Credit at outside institution: _____
Summer            ( ) 1 <sup>st</sup> Session    ( ) 2 <sup>nd</sup> Session		NSCAD Equivalent Credit: _____

Course: \_\_\_\_\_

Department & Course	Course Title	Days & Times
Semester(s)    ( ) Fall            ( ) Winter		Credit at outside institution: _____
Summer            ( ) 1 <sup>st</sup> Session    ( ) 2 <sup>nd</sup> Session		NSCAD Equivalent Credit: _____

**This form does not guarantee admission to the outside institution. Please see attached for details. Students must comply with institutional procedures and must receive a minimum grade of 60% or "C" for the course to apply to your NSCAD program of study.**

**STUDENTS MAKING ANY CHANGES TO THE ABOVE COURSE(S) MUST NOTIFY THE REGISTRARS AT BOTH NSCAD AND THE OTHER INSTITUTION. APPROVAL IS CONDITIONAL UPON ACADEMIC AND FINANCIAL ELIGIBILITY FOR THE ACADEMIC SESSION.**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Form to be:

( ) Returned by mail to above address; ( ) Picked up;  
( ) Faxed with original mailed to: \_\_\_\_\_ Fax# \_\_\_\_\_

Distribution: Other Institution: Registrar \_\_\_ Other Institution: Student Accounts \_\_\_ Student \_\_\_ NSCAD \_\_\_