The College of New Jersey

Office of Records & Registration
P.O. Box 7718, Ewing, NJ 08628-0718
609-771-2141

INTERNATIONAL/DOMESTIC COURSE SELECTION FORM

NAME: Last First M.I.	ID #: ☐☐☐☐☐☐☐☐ (8 digit TCNJ ID)
PHONE: EMAIL:	MAJOR:
YEAR IN SCHOOL:	GPA PRIOR TO EXCHANGE:
HOST INSTITUTION:	HOST COUNTRY:
TERM: ☐ Fall ☐ Spring ☐ Summer ☐ Year	

HOST INSTITUTION		**THE COLLEGE OF NEW JERSEY**			
List intended courses to be taken at host institution. Feel free to list acceptable alternatives.		Indicate transfer equivalent for each course and how this course will be applied to your degree. Major and Minor requirements must be approved by the appropriate Department Chairperson; Liberal Learning courses by Assistant Provost Anderson (Green Hall 109); Elective courses by the Office of Records and Registration (Green Hall 112).			
COURSE #	TITLE	COURSE #	TITLE	REQUIREMENT (major, minor, LL, elective)	SIGNATURE

IMPORTANT: Please note the following:

- All courses and grades for National Student Exchange and other domestic off-campus programs ***will*** be entered on transcript and computed into the GPA.
- Credits earned abroad will count toward total earned hours at TCNJ. However, the grades will ***not*** be computed into the GPA. *(Note: Only grades earned of "C" or higher will be awarded credit at TCNJ.)*
- Request an official transcript of all work completed *BEFORE leaving host institution.*
- Send transcripts directly to: Office of Records and Registration, The College of New Jersey, PO Box 7718, Ewing, NJ 08628-0718.
- This form must be completed during the semester BEFORE studying off campus.
- Upon receipt of your transcript from your host institution, the Office of Records & Registration will review and determine the number of credits awarded, and post these credits to your academic record. **(Note: 15 contact hours is equivalent to 1 credit at TCNJ; therefore 60 contact hours are needed to earn 4 credits.)**

By signing this form, I understand that it is my responsibility to adequately plan my academic course load while away from TCNJ to ensure I am earning sufficient credits toward my degree.

Student's Signature **Date**