

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL
TRANSIENT REQUEST TO ENROLL IN GRADUATE COURSE(S)
WORKFORCE EDUCATION LEADERSHIP –ALCORN STATE UNIVERSITY**

An Alcorn State University (ASU) graduate student enrolled in the Workforce Education Leadership (WEL) masters degree program is permitted to enroll in MSU WEL program course(s) offered for graduate credit if the following criteria are met.

CRITERIA FOR A GRADUATE STUDENT TO ENROLL IN GRADUATE COURSE(S):

- Maximum of nine (9) graduate credit hours of enrollment allowed

A request for exception to the above criteria must include justification and be approved by the MSU Provost

REQUIRED PROCEDURE:

- **COMPLETE A TRANSIENT GRADUATE REQUEST TO ENROLL IN GRADUATE COURSE(S) FORM:**

-- **CENTER FOR DISTANCE EDUCATION CAMPUS:** An ASU student who wishes to enroll in Workforce Education Leadership courses at MSU should send the request form to the address below or fax the form to 662.325.0975.

Mississippi State University
Department of Leadership and Foundations
P.O. Box 6037
Mississippi State, MS 39762

- **APPROVAL OF REQUEST:**

-- The student will be notified by the Office of the Graduate School as to whether or not the request has been approved.
-- If approved, the graduate student should **APPLY ONLINE** to the Graduate School as an unclassified graduate student. To apply online, go to www.grad.msstate.edu and click on "Apply Online Now" in the upper right corner.

- **SUBMISSION OF REQUIRED SUPPORTING DOCUMENTS:**

-- Send official transcripts (bachelor's degree and current Alcorn State University graduate transcript) and letter of good standing from graduate institution to the Graduate School:

Mississippi State University
Office of the Graduate School
P.O. Box G
Mississippi State, MS 39762 Office of

-- Escript transcripts are acceptable (Send to Mississippi State University, Graduate School).

- **REGISTRATION FOR COURSE(S) AFTER ADMISSION:**

-- After admission to the Graduate School as an unclassified graduate student, the Office of the Graduate School will provide the transient student with a Registration Access Code and instructions for online class registration via the OnCampus system. Direct registration questions to the Graduate School at 662.325.7400.
-- Student will be placed on a future hold to prevent registration for another term without prior approval.

- **FINANCIAL AID:** No financial aid is available for transient graduate students at Mississippi State University.

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Name: _____ Telephone Number: _____
Last First Middle

Graduate (Degree Granting) Institution: _____

Email: _____

 Semester Requesting Enrollment: _____ Fall _____ Spring _____ Summer Year Requesting Enrollment: _____

Enrollment Requested for the following graduate course(s):

Course Symbol & Number	CRN Code	Section	Course Title

Justification for exception to criteria (if applicable):

Alcorn State University – Workforce Education Leadership – courses required to transfer to home Institution.

Typed/Printed Name:

Approval Signatures:

 Graduate Institution Department Head

 Date

 Graduate Institution College Dean

 Date

 Graduate Institution Provost (if applicable)

 Date

 MSU Course Instructor

 Date

 MSU Course Instructor (if applicable)

 Date

 MSU Course Instructor (if applicable)

 Date

 MSU Graduate Coordinator

 Date

 MSU College Dean

 Date

 MSU Provost (if applicable)

 Date

Submit this page only per instructions on previous page to Mississippi State University for approval and processing. Please retain the previous page for instructions needed after approval is granted for admission to the Graduate School and for course registration information.