Dear Warriors,

As I’ve shared in previous outreach, the Registrar’s Office is developing strategies to transform paper-based procedures into electronic formats. As each solution is ready, I will send an email announcement to students and faculty. For a summary of past email announcements and projects in the works, visit our new webpage Guidance for Spring 2020.

I’m writing now to share instructions for off-campus course requests.

Steps for taking a course off-campus:

1. Do your research about the other institution (i.e. costs, registration deadlines, course availability).
2. Complete the Off-Campus Course Request Form (found here)
   a. If you do not have access to a computer or Adobe, you may simply write out your request in the body of an email. Be sure to include all of the required information.
3. Email the completed form to michewicz@lycoming.edu.
4. Attach a screenshot of the course details. This should include the course description and specify whether it is an online, hybrid, or traditional course.
5. Include the appropriate faculty members on the “CC” line of the email:
   a. Your academic advisor
   b. The department chair if the course were offered at Lycoming (e.g. the chair of the Biology Department if it is a biology course)
   c. The department chair of your major/minor, if the course will fulfill a major or minor requirement

Once the Registrar’s Office receives email responses from all of these faculty members, you will receive an email confirmation stating whether the course has been approved or denied.

If you have any questions about off-campus courses, please do not hesitate to reach out.

Sincerely,
Jilliane

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