

## INSTRUCTIONS (READ CAREFULLY)

1. Consult with your home university regarding your degree plan to identify potential courses to take at NC State.
2. Research and identify courses that will be taught during the term that you plan to study at NC State.
  - Undergraduate students are generally eligible for classes numbered 100-499.
  - Only admitted graduate students are eligible for classes numbered 500-599.
3. You **MUST** list 5 courses in the **Top 5 section** and at least 3 courses in the **Alternates section**. You will be registered for courses based on availability and the order in which you list the courses. If you do not fill out this form completely and correctly you will be asked to re-do the form.
4. Your course requests must align with the following Enrollment Requirements:
  - Undergraduates: 12 credit hours
  - Graduates: 9 credit hours
  - 2 courses in your major field of study
  - Maximum **1 Distance Education (DE) course**. DE courses cost extra and are not recommended.
5. Complete and upload signed **Course Request Form** and **Prerequisite Form** to your online application. If the courses you request have no prerequisites, the Prerequisites Form is not required.

### NOTES

- You will be assigned a major field of study based on course interest listed in your online application. You will have a Major Academic Advisor who will review your course requests in your major field of study. Your Major Academic Advisor will determine your eligibility for courses in their department.
- The Study Abroad Office(SAO) will assist you with courses outside your major field of study. SAO will consult with the appropriate academic departments to determine your eligibility for elective courses.
- You may not take a course if you have not met the prerequisites. You will have an opportunity to explain how coursework taken at your home university may satisfy the prerequisite(s) at NC State on the Prerequisite Form.
- **We will do our best to create a schedule for you that includes the courses you list on this form, however, we cannot guarantee**

## TERMINOLOGY

### PREREQUISITES

Prerequisites are courses or levels of achievement that a student is expected to have completed successfully prior to enrolling in a course.

### CREDIT HOURS/UNITS

These terms are used interchangeably and refer to the amount of credit you will get for a course.

### COREQUISITES

Corequisites are courses which should be taken at the same time.

### COURSE CODE, NUMBER,SECTION

Each course has a code and number associated with it. Many courses are offered multiple times. Each course has a section number that is specific to the time it is offered

## RESOURCES

### CLASS SEARCH

Use the [class search](#) to research courses that will be taught during the term that you plan to study at NC State.

### RECOMMENDED ELECTIVES

Although at least 2 courses must be in your designated field of study, we recommend that students take **an elective** that is unique to an American university. A few that we would like to highlight are the Foreign Language English Courses, International Studies 200 which is taught in Global Village, and Global Training Initiative 401.

### COURSE SYLLABI

If you need syllabi to have your courses approved, you can obtain them [here](#). If you cannot find what you are looking for, please email [saoincoming@ncsu.edu](mailto:saoincoming@ncsu.edu).

COURSE REQUEST FORM: EXAMPLES

EXAMPLE: TOP 5

NC State Course Code	NC State Course Number	Section Number	Course Title	Prerequisite? <del>Yes</del> Yes, complete prerequisite	List any courses that could fulfill the same
BUS	350	001	Economics & Business Statistics	Yes	ST 312, ST 350
HI	216	001	Latin America Since 1826	No	Any 200-300 level HI course

Whenever possible, select a section of the course that does not pose a time conflict with your other Top 5 Course Requests. 600 level sections are online courses.

BUS 350 has a prerequisite of MA 114. On the Prerequisite Form, list your home university courses that cover the material taught in MA 114.

If you need to take 1 statistics class at NC State and BUS 350, ST 312, and ST 350 will all fulfill that requirement, do not list more than one in your Top

EXAMPLE: IMPORTANT CONSIDERATIONS

Please indicate which degree requirements you must fulfill while you are studying at NC State in order to stay on track with your home university degree requirements.

This is a place for you to explain your home university requirements. For example, you may explain that you need to take 2 Accounting courses, 1 Statistics course, and 2 Humanities courses. Please let us know if you are not able to get credit for more than one course in a particular field.

**In what areas do you have flexibility?**

You may have a course requirement that can be satisfied by a wide range of courses. For example, you may need to fulfill a history requirement, but have the flexibility to take any 200 or 300-level course. We will do our best to register you in your top choices, but it is helpful to know if you have flexibility in some areas.

EXAMPLE: ALTERNATES

NC State Course Code	NC State Course Number	Section Number	Course Title	Prerequisite? <del>Yes</del> Yes, complete prerequisite form.	Indicate whether this course would fulfill the same requirement as one of your Top
ST	312	002	Introduction to Statistics II	Yes	Yes, BUS 350, cannot take both

In your Top 5, you must indicate whether there are other courses you could take at NC State to fulfill the same degree requirement. The Alternates category allows you to explain how you would meet prerequisites for alternate courses. Your alternates may or may not fulfill the same degree requirement as Top 5 requests. Please indicate this in the last column.

EXAMPLE: PREREQUISITES

NC State Course Code	NC State Course Number	Corequisites (if any)	Prerequisite Course Code(s)/Number(s)	How you satisfy the prerequisites
BUS	350		MA 114	At my home university, I took Algebra I which covers arithmetic operations, Markov chains, etc.

Please note that some departments will ask to see the syllabi/course descriptions of the courses completed at your home university. This is to ensure that you meet the NC State course prerequisite(s).

**COURSE REQUEST FORM: COMPLETE, OBTAIN SIGNATURES, UPLOAD**

Name:

Home University:

Term(fill in 1): Fall 20\_\_, Spring 20\_\_, Academic Year 20\_\_ - \_\_, Spring-Fall 20\_\_ -

Field of Study at NC State:

Number of Credit Hours Required by Home University: \_\_\_\_\_

**TOP 5**

NC State Course Code	NC State Course Number	Section Number	Course Title	Prerequisite? If Yes, complete prerequisite form.	List any courses that could fulfill the same requirement

**IMPORTANT CONSIDERATIONS**

Please indicate which degree requirements you must fulfill while you are studying at NC State in order to stay on track with your home university degree requirements.

In what areas do you have flexibility?

**ALTERNATES**

NC State Course Code	NC State Course Number	Section Number	Course Title	Prerequisite? If Yes, complete prerequisite form.	Indicate whether this course would fulfill the same requirement as one of your Top 5.

**SIGNATURE**

This signature should come from an individual at your home university who knows your degree requirements.

Academic Advisor/Faculty Advisor Name:

Academic Advisor/Faculty Advisor Email:

Academic Advisor/Faculty Advisor Signature:

Date:

