

Berry College

P. O. Box 490400
Phone: 706.236.2282

Office of the Registrar
Transient Request

Mount Berry, GA 30149-0400
Fax: 706.290.2179

THIS FORM MUST BE RETURNED TO THE REGISTRAR'S OFFICE FOR APPROVAL.

Date: _____ **Anticipated Graduation Date** _____ **Student No. :** _____ **Term and Year you enrolled at Berry** _____

Name: _____ **Campus Box No.** _____ **Term and Year you will study as a transient** _____

Major: _____ **Minor:** _____ **Status at host institution: Full-time** _____ **Part-time** _____

Name of Host Institution: _____ **(After completing 62 total hours you must attend a 4 yr institution)**

Address of Host Institution: _____
Street address City State Zip

PROPOSED COURSES:

HOST INSTITUTION			BERRY EQUIVALENT		Department Chair's approval	Dean's approval
Dept. Prefix & Course No.	Course Title	Hours	Dept. Prefix & Course No.	Hours	Signature & date	Signature & date
ACC 2200	Intro Acct Principles	3.0	ACC 201	3.0		

I understand that my signature indicates that Berry College has my permission to release information regarding my academic standing and social security number to the college listed above.

Approved:

Advisor Date

Student's Signature Date

Study Abroad Signature (if applicable) Date

You must have the signature of the Department chair and school dean for each course listed.

Registrar's Signature Date

BERRY COLLEGE

REQUEST FOR PERMISSION TO STUDY AS A TRANSIENT STUDENT

This purpose of this form is to request permission to study as a transient student at another institution. If approved, a permission letter will be sent to the host institution. The student must apply to and be accepted by the host institution. Approval of this form in no way guarantees acceptance at the other school. **The student must have an official transcript of transient work forwarded to the Berry College Registrar's Office when grades are received.**

To complete the form on the reverse side, please follow the directions listed.

1. Identify the school (the host institution) you wish to attend
2. Identify the course or courses you wish to take
3. Meet with your advisor and list the courses, title, credit and what you want to use them for at Berry
4. Print off the course description and syllabus for each course
5. Take this completed form to the appropriate department chair for approval`
6. Take this completed form signed by the department chair to the appropriate Dean for approval
7. When all approvals have been designated, return this form to the registrar for final checking and completion of the transient permission letter
- 8. The school of Mathematical and Natural Sciences will only approve courses at four year institutions.**
- 9. After you have earned 62 hours (including transfer hours) you may only study as a transient at 4 yr institutions.**

Since department chairs change frequently, below is the list of current Department chairs and the appropriate school dean:

Department of Accounting and Finance – Dr. Ken Johnston	Dean Grout
Department of Animal Science – Dr. Judy Wilson	Dean Conn
Department of Biology – Dr. Chris Mowry	Dean Conn
Department of Chemistry – Dr. Gary Breton	Dean Conn
Department of Communication – Dr. Bob Frank	Dean Kennedy
Department of Economics – Dr. Frank Stephenson	Dean Grout
Department of English, Rhetoric & Writing – Dr. Laura Whelan	Dean Kennedy
Department of Fine Arts – Dr. Stan Pethel	Dean Kennedy
Department of Foreign Language – Dr. Julee Tate	Dean Kennedy
Department of Government & International Studies – Dr. Michael Bailey	Dean Kennedy
Department of Kinesiology- Dr. Robert Pearson	Dean McDowell
Department of History – Dr. Christy Snider	Dean Kennedy
Department of Management – Dr. Cherry Granrose	Dean Grout
Department of Marketing – Dr. Basil Englis	Dean Grout
Department of Mathematics & Computer Science – Dr. Lee Clendenning	Dean Conn
Department of Physics, Astronomy & Geology – Dr. Chuck Lane	Dean Conn
Department of Psychology – Dr. Kristen Diliberto-Macaluso	Dean McDowell
Department of Religion & Philosophy – Dr. Michael Papazian	Dean Kennedy
Department of Sociology and Anthropology – Dr. Anne Lewinson	Dean Kennedy
Department of Teacher Education – Dr. Duane Inman	Dean McDowell

Courses being used for graduate requirements must be approved by the appropriate department chair and dean as listed above.