

## TAKING A COOPERATIVE RALEIGH COLLEGE COURSE

1. In order to take a Cooperating Raleigh College (CRC) course, a Meredith student must enroll for a minimum of 12 hours for the semester. The hours taken at the CRC institution may count as part of the 12 hours.
2. A student is not generally eligible to take CRC course during her freshman year.
3. Distance learning courses at NSCU or any other CRC institution are not included in the CRC options.
4. Meredith students may take a minimum of three courses through the CRC program per academic year.
5. All courses taken through the CRC program will appear on your Meredith transcript. **Only those courses in which you have earned a grade of “C” or better will count toward graduation.**

## THE PROCESS

1. Fill out a CRC application form.
2. Obtain your adviser’s approval and signature.
3. Obtain the signature of the appropriate Meredith department head. If you are applying for an English course, you will get the English department head to sign and so forth. If you are applying for more than one course, you must obtain the signature of the appropriate department head for each course.
4. If you are applying for a course during the pre-registration period, bring the completed to the Office of the Registrar. The registrar will sign the form and send the copies to the appropriate school.
5. If you applying at the beginning of the term in which you wish to take the course, bring the completed form to the Office of the Registrar. The registrar will sign the form and return two copies to you. It is your responsibility to take the form to the school you wish to visit and complete your registration there. \*
6. The institution you are visiting will send your final grade to Meredith at the end of the semester. Students graduating at the end of the semester will receive further information from the Meredith registrar about the reporting of final grades.

\*Directions to the Registrar’s Office at NCSU: go down Hillsborough Street. Turn right onto Dan Allen Drive. Turn left at the first stoplight; there is metered parking available in this area. The Registrar’s Office is in the bottom floor of Harris Hall—the second building on the right. Enter through the doors under the outside stairs. The Registrar’s Office will be directly in front of you. See the CRC coordinator at NCSU.