



**Tri-College Consortium Course Exchange Application**  
Lynchburg College, Randolph College, and Sweet Briar College

**For Lynchburg College Students**

**STUDENT INFORMATION**

**COURSE INFORMATION**

\_\_\_\_\_  
Student's Last 4 SSN *Lynchburg College* Home College

\_\_\_\_\_  
Randolph College or Sweet Briar College  
Circle Institution where course is taught

\_\_\_\_\_  
Last Name First MI

\_\_\_\_\_  
Fall or Spring 20 -20  
Circle Semester Academic Year

\_\_\_\_\_  
**Freshman / Sophomore / Junior / Senior**  
Circle Classification

\_\_\_\_\_  
Dept. Course# Section # Credit Hours

\_\_\_\_\_  
Student's Home Mailing Address

\_\_\_\_\_  
Title of Course

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Course Meeting Day(s) and Time(s)

\_\_\_\_\_  
College PO Box # and Telephone #

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Student's Email Address

\_\_\_\_\_  
Course Equivalency at Lynchburg College

Have you ever taken a course at this institution before? \_\_\_\_\_

We request the following information to aid in the completion of Government reports:

Date of Birth \_\_\_\_\_ Female  Male  Month/Year HS Graduation \_\_\_\_\_  
Race: Black non-Hispanic  American Indian or Alaskan Native  Asian or Pacific Islander   
White non-Hispanic  Hispanic

**By my signature I affirm that I:**

- \_\_\_\_\_ have read and agree to the regulations governing the interchange of students;
- \_\_\_\_\_ have consulted with the instructor to determine admissibility in the course;
- \_\_\_\_\_ am aware that I must make arrangements to complete work missed due to calendar differences between colleges;
- \_\_\_\_\_ am aware that I am responsible for arranging my own transportation between institutions;
- \_\_\_\_\_ agree to have an official transcript sent to my home institution showing the final grad(s).

**Approved by:**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Signature of Academic Advisor Date

\_\_\_\_\_  
Signature of Lynchburg College Registrar Date

**PROCEDURE FOR WITHDRAWAL FROM A COURSE:**

The student must submit a drop form, with advisor approval, to the Lynchburg College Registrar. The Registrar will notify the institution where the course is taught of the withdrawal and the date.

# Tri-College Consortium Course Exchange Application Information

Lynchburg College, Randolph College, and Sweet Briar College

## For Lynchburg College Students

- You may enroll in a course offered on either of the other campuses during fall or spring terms provided the course is **not** being offered at Lynchburg College (refer to your Course Catalogue for additional information.)
- If there are any questions please consult your advisor or Registrar about the tri-college courses, schedules or other tri-college arrangements.
- Please consult the instructor of the tri-college course, for their approval to take the course, before filing the application form for enrollment in the course. Course offerings at Randolph College and Sweet Briar College are available at their websites: [www.randolphcollege.edu](http://www.randolphcollege.edu) and [www.sbc.edu](http://www.sbc.edu). The telephone numbers are 434-947-8000 for Randolph College and 434-381-6100 for Sweet Briar College.
- Process separate forms for each semester you are enrolling for, including second semester requests for year long courses.
- When completing the application please print clearly so clear copies can be made.
- Please have all the proper signatures before turning in the form: yours, your advisor, and the Lynchburg College Registrar.
- Submit your application to the Lynchburg College Registrar before the end of the add period (ends with the Monday of the second week of classes in the semester).
- If you decide not to take the course after filing the application, you must fill out a drop form, get your advisor's approval signature and submit to the Lynchburg College Registrar's Office.
- Students taking Tri-College Consortium exchange may not take over 50% of courses off their home campus in any one term. Exceptions can be made by the Academic Dean of the institutions concerned.
- Courses taken at a tri-college institution are subject to the academic regulations, including the grading system, calendar, deadlines, and academic honor system at the college offering the course. It is the student's responsibility to become familiar with the regulations of the institution. Inquiries should be addressed to the Registrar at the appropriate college.

The Tri-College Consortium course exchange is valid for  
Full-Time Students  
During the Fall and Spring semesters only.