



## Tri-College Consortium Course Exchange Application Information

Lynchburg College, Randolph College, and Sweet Briar College

### For Lynchburg College Students

- 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.