



Outgoing Exchange Registration

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY
OFFICE OF THE REGISTRAR
STUDENT SERVICES BUILDING 47
100 CAMPUS CENTER • SEASIDE, CA 93955
PHONE (831) 582-3085 • FAX (831) 582-3087

Instructions: This form is used for Cal State Monterey Bay students to enroll in a placeholder course in the case where they will be participating in an established exchange program through the Middlebury Institute of International Studies at Monterey or the University of California, Santa Cruz Marine Program.

1. After receiving permission from your Faculty Advisor, Program Coordinator or Department Chair at CSUMB to participate in the exchange, please contact the instructor of the host campus for permission to enroll in the desired course.
2. Once permission has been granted (through email or written consent), please follow the host campus protocol to register for the course at their institution.
3. Complete Part 1 (student and class information).
4. Submit completed form to the Office of the Registrar at CSUMB with the signature of your Faculty Advisor, Program Coordinator or Department Chair granting you permission to participate in the exchange. Please attach either a copy of the email from the Host Campus Faculty or provide their signature on the form, granting you permission to enroll in their course.
5. At the end of your exchange term, request a transcript to be sent to CSUMB. The course information and grade will be placed on your official CSUMB academic record.

Part 1: Student and Class Information

STUDENT ID	NAME		
PHONE	E-MAIL		
DATE	SIGNATURE		
EXCHANGE COURSE	UNITS	INSTRUCTOR PERMISSION	DATE
EXCHANGE COURSE	UNITS	INSTRUCTOR PERMISSION	DATE
CSUMB AUTHORIZING SIGNATURE			

REGISTRAR'S OFFICE USE ONLY	
Processed by:	Date: