

Community College of Rhode Island
Records Department

Inter-Institutional Exchange Program (IIP) Application

This form is to be used for full-time CCRI degree seeking undergraduate students for Fall or Spring semester courses. The program isn't offered for summer session. In addition, URI's J-term and Feinstein School of Education & Professional Studies offerings are not applicable to IIP.

The student is responsible to follow all steps outlined in the application and any follow-up needed, including submitting updated paperwork if their planned schedule changes. Failure to follow could result in not qualifying for the program, as well as, billing and/or Financial Aid issues.

STEP 1: Please print the following contact information:

Name:

CCRI ID number:

CCRI email:

Contact phone number:

I am looking to take classes at (select) RIC _____ URI _____

STEP 2: Student needs to meet with their academic coach/advisor to plan their course schedule. **The coach/advisor will need to sign-off on the form to verify that all courses listed below meet CCRI degree requirements, if receiving Federal Financial Aid.**

Under the IIP policy a student is responsible for full-time tuition at CCRI, needs to be a matriculated undergraduate student enrolled in a minimum of five (5) credits at CCRI, and is eligible to enroll in up to seven (7) credits at RIC/URI. The total number of credits at all institutions combined must be 18 or less.

Course(s) to be taken at RIC/URI (list course number, name, & credits)

Coach/Advisor Signature:

Date:

Student's Signature:

Date:

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STEP 3:

- **After registering for their CCRI courses**, the student will send this form to CCRI's Records Department, transfer@ccri.edu using IIP as the subject line. **This form must be sent from the student's CCRI email.**
- The staff will add the IIP code and return the form to the student's CCRI email for the student to take the next steps.
- Note: the forms will not be accepted and the IIP code will not be added if the student doesn't meet the stated requirements (i.e., registered for their CCRI classes before sending the form, meet full-time status based on their CCRI registration and expected RIC/URI courses outlined on the form, etc.).

Records Dept. Signature: _____

Date: _____

For office use: Banner Code added _____ Schedule Rec'd _____ SOAHOLD _____ Other _____

STEP 4:

The student arranges payment of their full-time tuition and/or coordinates for Financial Aid to cover their bill. At least one of the following signatures is needed.

Bursar Office Signature: _____

Date: _____

Financial Aid Signature: _____

Date: _____

STEP 5:

The student registers for classes at RIC/URI and provides the institution(s) with a copy of this completed form. Failure to provide this document could result in billing issues.

STEP 6:

The student must send a copy of their RIC/URI schedule to transfer@ccri.edu. IIP should be in the subject line and the email should include the student's CCRI ID number. The schedule must be received before the CCRI drop period ends for the term when the classes are taken, otherwise, the IIP code will be removed from the student's account. This can cause billing/Financial Aid issues. Additionally, if the schedule doesn't match the original paperwork, fully completed new documents are required before the drop period ends.

STEP 7:

After grades post at RIC/URI the student is required to have the school send an official transcript to CCRI, regardless of grade. Official transcripts can be sent to transfer@ccri.edu or mail to: CCRI Records Office, 1762 Louisquisset Pike, Lincoln, RI 02865.

For office use: Transcript Rec'd _____ SOAHOLD _____ Other _____