

Registering for non-UNC courses FAQ

Q: Can I take classes at other institutions outside of UNC Chapel Hill?

A: Yes. UNC Chapel Hill has agreements with Duke University and NC State, and you can register for classes the semester before classes begin but before one month from the start of classes the semester you plan to enroll. For example, if you want to take a class at Duke in the Spring semester and classes begin at UNC Chapel Hill January 6, you must have your inter-institutional form turned into the DGS office by December 6.

Q: What is an inter-institutional form? Where can I get one?

A: The inter-institutional form is generated by the Graduate School at UNC Chapel Hill. You need to fill out two parts: the first is the actual form itself and the second is a brief rationale of why you are asking to take a course outside of UNC (this is simply a mechanism to help ensure that the class is pertinent for your research interests). Both can be found on the department website under “forms” on both the main page and the graduate tab.

Q: When is the latest date in which I can turn in the form?

A: You must turn in the inter-institutional form to the DGS office one month before the start of classes at UNC Chapel Hill. Because this form is processed by our office, UNC’s Graduate School registrar, and the registrar for Duke/NC State, the paperwork can take up to a month to process. Therefore, students need to have this processed by the time the census is taken to ensure that proper tuition payment is made on your behalf and that the school sees you having full time student status (see the FAQ on Full Time Registration)

Q: I didn’t hear about the Duke course that is perfect for me until the week before the semester is to begin—are you sure there’s no way I can take a class at Duke?

A: Yes. See the answer above. The various offices must have sufficient time to process your paperwork because at the time the census is taken of what classes you are enrolled in (and the census is taken approximately 10 days into the semester) you must be enrolled in 9 credit hours or 6 credit hours with the waiver of hours form.

Q: I’ve heard students are able to take a class at The Folger Library for course credit—would I use the inter-institutional form to register for classes there?

A: No—the inter-institutional form is only for Duke and NC State. If you want to take a class at The Folger Library for course credit, you will need to contact the DGS ASAP—it is a much more involved process than registering for a course at Duke or NC State.

Q: Is it possible for me to receive course credit for a class I will be taking at The Folger Library? What is the mechanism for transferring credit?

A: It is currently not possible for a student to receive course credit from The Folger Library because UNC Chapel Hill does not recognize The Folger Library as an accredited university. We realize that there are many reasons students will want to take courses at The Folger Library, and we encourage students to do so. But at this time there is no course credit that students will be able to receive for courses taken at The Folger Library. Therefore, if you are taking 6 credit hours at UNC Chapel Hill and you are teaching and you take a class at The Folger Library, you will need to fill out a waiver of hours form because the class at The Folger Library will not be counted as an additional 3 credit course.

Q: Can I take a course at a school other than NC State, Duke, or The Folger Library?

A: There is technically no prohibition on you taking a class at UNC Asheville. However, there is also no mechanism in place for you to take a course there or at George Washington University or at University of South Carolina. Beyond the obvious issues of transportation/distance, there would need to be a case made for why you are traveling so far afield to take a graduate course, and then, as in the case with The Folger Library, there would be a very involved set of mechanisms we would have to put in place for you to take a course outside of the Triangle area. Please see the DGS to discuss this option if you have a specific case in mind.