

1. Home Institution: _____ Piedmont Technical College _____ Lander University
2. Name: _____
3. Social Security number: _____
4. Major: _____
5. Total hours in which you are currently enrolled at your home institution: _____
6. Total hours in which you will be enrolled during the semester you participate in Plus ONE: _____
7. Enrollment at host institution requested for: _____ Sem/Year _____ Sem/Year
8. Course requested: (Only one may be chosen per semester - please choose your first (1), second (2), and third (3) course selections below)

Piedmont Technical College	Lander University																																								
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By signing below, the student agrees to have the official college transcript reflecting their final term grades released to their home institution at the end of the term (\$5 transcript fee).

Student Date (_____) Home Phone

(_____) _____
Cell Phone Email

Education PlusOne Program Procedures

Students from PTC taking course at Lander

1. Student must see Rebecca Fernandez in Department of Education for approval and signature on PlusOne Approval form (already signed by PTC reps)
2. Student and/or Rebecca Fernandez bring application for PlusOne to Office of Admissions
3. Office of Admissions enters application immediately and accepts student
 - a. Application should be entered as: Non-degree seeking
 - b. Student Type: "Q - Plus One"
4. Either student can go to Registrar's Office with Approval Form to get registered for appropriate class(1st, 2nd, or 3rd choice) **OR** Rebecca Fernandez can call Registrar's Office to get student registered
 - a. Registrar's Office will set up separate section of course for student
 - b. Student will be enrolled by Registrar's Office in special section so the student will not be charged tuition & fees – just \$5 transcript fee
5. Student can then go to the Business Office to pay \$5 transcript fee.
 - a. Student will NOT be charged anything additional for class
6. Student will need to obtain a *temporary* parking pass from Rebecca Fernandez in Department of Education if the class meets during the day. This pass is free of charge.
7. Registrar's Office will assign Rebecca Fernandez and Dr. Judi Neufeld as advisors
8. Approval Form should be passed back to Admissions for student file.
 - a. Form will be scanned and indexed in Banner system for viewing
 - b. Hard copy will be sent back to Rebecca Fernandez in Education for accountability

Note: If the student continues to enroll in courses at Lander each semester (on a continual basis), Rebecca Fernandez can assist them in registering each semester. They will not need to complete an application each semester, just get the approval form. If they take a semester off, they will then also need to complete another application form.

Lander contact will have to register them – the student should not be allowed to go online and register due to limitations on number of classes they can enroll in and special class sections.