

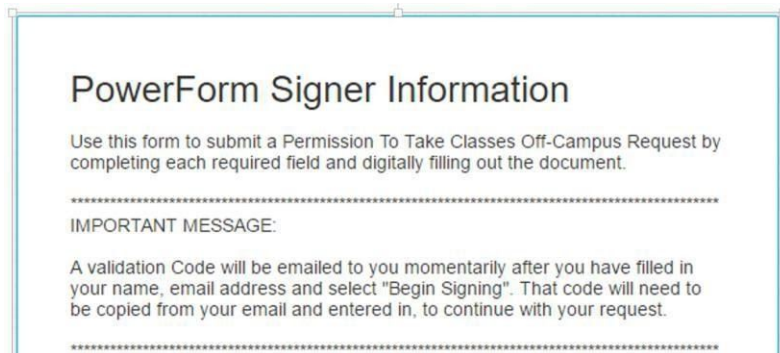
The following is a guide to help you complete and submit your request to take a course off-campus. Most of the form is self-explanatory. In some cases, however, there are special directions for certain majors. If at any point you have questions or require additional information, you may contact the Transfer Evaluation and Articulation Team by email at transfer-evaluation@morgan.edu.

Be certain to include the minimum MANDATORY ATTACHMENT discussed at the end of this guide.*

If you are within the 30-Hour Rule – STOP!! It is mandatory that you first obtain and attach signed permission from your Dean on University letterhead or on a standardized departmental form. See your advisor for assistance.

First Screen: PowerForm Signer Information

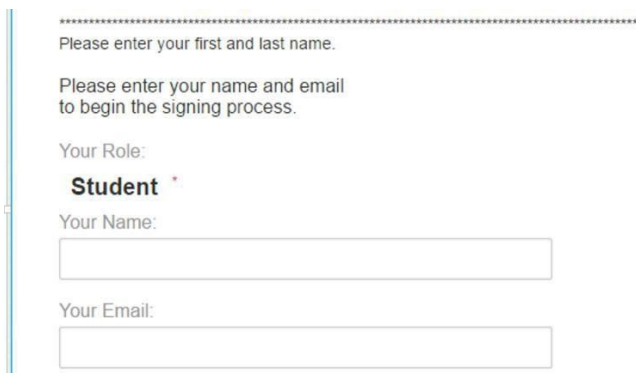
This page will set up the initial information needed to begin the approval process. Once you have filled it out, a validation code will be e-mailed to you so that you may continue the application process.



The screenshot shows a web form titled "PowerForm Signer Information". Below the title, it says: "Use this form to submit a Permission To Take Classes Off-Campus Request by completing each required field and digitally filling out the document." There is a separator line of asterisks. Below that, it says "IMPORTANT MESSAGE:". Another separator line of asterisks follows. The message reads: "A validation Code will be emailed to you momentarily after you have filled in your name, email address and select 'Begin Signing'. That code will need to be copied from your email and entered in, to continue with your request." A final separator line of asterisks is at the bottom.

Type in your full name: First and Last Name and any suffix (Jr., Sr. etc.)

Type in your e-mail address: DO NOT USE YOUR PERSONAL E-MAIL ADDRESS. **MSU e-mail only!**



The screenshot shows the input fields for the form. It starts with a separator line of asterisks. Below it, the text "Please enter your first and last name." is followed by a text input field. Then, "Please enter your name and email to begin the signing process." is followed by another text input field. Below that, "Your Role:" is followed by a dropdown menu with "Student" selected and a red asterisk indicating it is required. Then, "Your Name:" is followed by a text input field. Finally, "Your Email:" is followed by a text input field.

Type in the full name of your advisor email address. **CHECK FOR ACCURACY!** Misspelling will prevent your form from moving forward. Check StarFish if you do not know your advisor's name. NOTE: If you are majoring in one of the following schools use the guide below:

- **FOR ALL CLARENCE M. MITCHELL, JR. SCHOOL OF ENGINEERING MAJORS ONLY** – DO NOT LIST YOUR ADVISOR! For all Engineering majors, use “Dr. Monica Poindexter” as the Advisor and “soetransfer@morgan.edu” as the Email. For Dean and soedean@morgan.edu as Email. **Please upload the course syllabus, advisement form, and your PDF copy of your degree works evaluation.**
- **FOR ALL GRAVES SCHOOL OF BUSINESS AND MANAGEMENT MAJORS ONLY** – DO NOT LIST YOUR ADVISOR! All Graves School of Business majors should use “Marsha Logan” as the Name and “marsha.logan@morgan.edu” as the Email.
- **FOR ALL SCHOOL OF COMMUNITY HEALTH & POLICY MAJORS ONLY** – DO NOT LIST YOUR ADVISOR! All School of Community Health & Policy majors should use “Sheila Richburg” as the Name and “shelia.richburg@morgan.edu” as the Email.
- **FOR ALL SCHOOL OF GLOBAL JOURNALISM AND COMMUNICATION MAJORS ONLY** – DO NOT LIST YOUR ADVISOR! All School of Global Journalism and Communication majors should use “Christina Cruse” as the Name and “christina.cruse@morgan.edu” as the Email.

Please provide information for any other signers needed for this document.

Role:

Major Advisor

Name:

Email:

Type in the name of the chairperson where the course sits; e.g., if the course you wish to pursue is World History II, you will type in the chair for the History Department and her or his e-mail address. **CHECK YOUR SPELLING!** To find a chairperson, search [here](#). The Registrar Representative is pre-populated. You do not need to fill in anything here.

Registrar Representative:	Registrar Representative
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Role:

Course Chairperson

Name:

Email:

Type in the name of the chairperson over your major; e.g., if you are majoring in Finance, you will type the name of the Chairperson over Finance in The Graves School of Business and Management. Note that depending upon the class you wish to pursue, the chairperson for the course and the chairperson for your major **may** be the same. You must fill in both sections. **CHECK SPELLING!** To find a chairperson, search [here](#).

Role:

Major Chairperson

Name:

Email:

Type in the name of the Dean over your major. Scroll back and review all the information you have entered and if everything is correct, click the yellow "Begin Signing" box. To find a dean search [here](#).

Role:

Dean

Name:


Email:


Begin Signing

Check your MSU e-mail for the validation code. Copy the code and click "RESUME SIGNING".






Signing validation code: 52d970a1 


 **RESUME SIGNING**

Copy and enter the validation code into the access page to continue signing.


If you did not start signing Permission to Pursue Course Off-Campus Request Form, please contact support.

Powered by 

Cut and paste or type the validation code into “Access Code”. NOTE: YOU MAY HAVE TO TOGGLE "HIDE/SHOW" TEXT in order to click the “VALIDATE” button. Click “VALIDATE”.



Please enter the access code to view the document

 **Adrienne Karasik**
Morgan State University

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

[Show Text](#) [Get more](#) [I NEVER RECEIVED AN ACCESS CODE](#)

Second Screen: Undergraduate Student Request to Pursue a Course Off-Campus

Note that on the line for “TODAY’S DATE” the current date and the time you opened the form are already populated.

Part I – COURSE CREDIT FOR EXTERNAL COURSES

Read this section carefully and then sign electronically to acknowledge that you have read, understand, and agree to abide by Morgan State University policy. You will be asked to select an electronic signature. You may use the default or choose a signature you like better. Once you have decided on how your signature will appear, click “ADOPT AND SIGN” and continue.

Adopt Your Signature


Confirm your name, initials, and signature.

Full Name
Adrienne Karasik

Initials
AK

[Select Style](#) [Draw](#)

PREVIEW [Change Style](#)

DocuSigned by:

B09B70F8B0054C7...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADOPT AND SIGN](#) [CANCEL](#)

IMPORTANT NOTE: If you are interrupted and cannot finish completing the form you can come back to it at a later by clicking “OTHER ACTIONS” and selecting “FINISH LATER”.



Part I – STUDENT ACKNOWLEDGEMENT AND INFORMATION

Fill in the following:

- Student Name: *first and last name*
- Student ID: *Morgan State University ID # only; do NOT use your social security number*
- Street Address: *your address*
- City, State, Zip: *city, state, and zip code*
- Phone Number: *please provide a reliable phone number*
- Morgan E-mail: *if you enter a private e-mail address your form will NOT move forward*
- Present Classification: *choose from freshman, sophomore, junior, senior*
- School: *the name of the School for your major*
- Major: *your major course of study*
- Total # Credit Hours Earned: *the total number of credit hours you have earned to date*
- Cumulative GPA: *the cumulative earned GPA to date*
- Your Catalog Year: *the catalog under which you are currently pursuing your curriculum*
- Justification for taking course off-campus
- Note: *The next 4 rows are pre-populated. There is no need to enter the information here.*

Part II – INSTITUTION INFORMATION

Fill in the following:

- Name of college/university you plan to attend: *self-explanatory*
- Location of college/university: *street address, city, state, zip, country*
- Semester or session, and year you plan to attend: *e.g., Summer 2018, Winter 2019*

Part III – COURSE REQUESTED

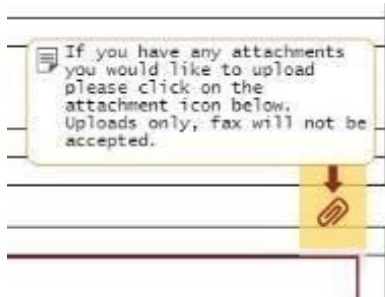
You will be asked to fill in the following:

- Course Title: *the name of the course at the institution you plan to attend*
- Course #: *the full identification # of the course at the institution you plan to attend*
- # Credits: *the number of credits to be awarded at the end of the course*
- Course description from Other Institution **(MANDATORY)**
- MSU Course #: *The equivalent course number at Morgan State University*

- MSU Course Title: *The name of the equivalent course at Morgan State University*
- Taken Previously at MSU?: *Indicate "Yes" or "No" whether you have taken the class at Morgan State University*
- # Credits: *the number of credits of the equivalent Morgan State University course*

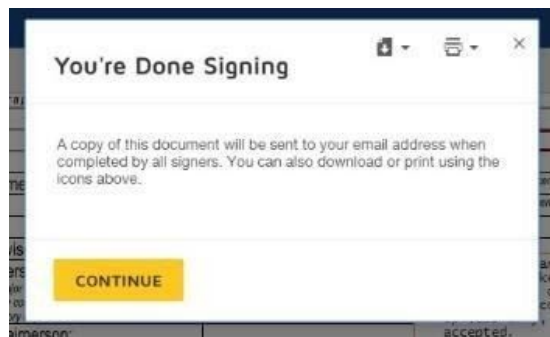
*Part IV – MANDATORY ATTACHMENT

You are required to upload a course description from the *CURRENT* catalog of the institution you plan to attend. Your form will not move forward if the course description is not attached. You may also include other documents in support of your request such as a course syllabus, personal notes, etc. Check with your [advisor or transfer coordinator](#) to determine if there are additional items specifically required by your Chairperson or Dean. **IMPORTANT: When you click the “paperclip” DO NOT SELECT “OPTIONAL”. YOU MUST CLICK “YES”.** Review your document and submit.



Third Screen: You're Done Signing

This screen confirms that your form has been successfully submitted and the electronic approval signature process will begin.



Fourth Screen: You're Document Has Been Completed

When all approvers have electronically signed your document, you will be notified by e-mail. Retain your signed form. After completing the requested course, submit an official sealed transcript to the Office of the Registrar by email records@morgan.edu or by US Mail:

Morgan State University
Montebello Complex, RM. A-117
1700 East Cold Spring Lane
Baltimore, Maryland 21251

