

Extramural Course Registration Procedure

Although the RGGGS faculty will teach its own core and elective courses, with prior approval by the RGGGS, students seeking or needing to take courses in areas not offered at the RGGGS may register for courses at other universities. Agreements between the AMNH and collaborative universities may enable RGGGS students to take an array of courses offered by those partner universities. The RGGGS Comparative Biology Ph.D. Program Committee maintains a list of generally approved courses offered by the partner universities, but specific course enrollments must be approved by the student's Principal Advisor or Dissertation Committee Chair and the Comparative Biology Ph.D. Program Committee. *CBPPC review normally occurs during monthly meetings so be sure to submit the initial syllabus and approvals (steps 1-3) well in advance of the start of the course.*

1. Obtain written approval (email) from your advisor
2. Obtain syllabus and email from instructor to confirm you are permitted to enroll
3. Send syllabus and proof of approvals (email) from the course instructor and your advisor to Director of Administration
4. Director of Administration will present to the CBPPC for approval
5. Once approved by CBPPC, fill out necessary forms
 - a. Anna can provide these
 - b. Rebecca is "home institution" signatory
 - c. Your advisor and the external institution may also need to sign
6. You must receive a B or greater in order to receive RGGGS credit.
7. You must submit a transcript indicating your final grade to RGGGS in order to receive transfer credits.

