

# Inbound Exchange Course Request Form

Name: \_\_\_\_\_

Major: \_\_\_\_\_

College Wide ID (CWID): \_\_\_\_\_

How Many Credit Hours Would You Like to Take (12 min-18 max): \_\_\_\_\_

While at Montclair State University, you will take classes that complement your studies at home as you can also explore new courses that interest you. **Students must register for a minimum of 12 credits and a maximum of 18. Inbound Exchange/Visiting students are allowed to take only one hybrid/online class per semester.**

At Montclair you have the opportunity to learn from world-class scholars across thirteen colleges and schools, within a breadth of classes that can pique your interests. Our students are typically registered with our juniors/third year students, providing advanced opportunities to register in comparison to Montclair peers. Exchange students, in most cases, may select courses in any of the University's Schools and Departments. Students must follow these guidelines:

- **Exchange Students must take classes between 100-499 Level. You will need a total of 12-18 Credit Hours.**
  - Most students will take 12-15 Credit Hours or 4-5 courses while completing their exchange program.
    - Students can only take one online course per semester (known as HawkSync) and these courses will show no meeting times.
  - Prerequisites (required courses) must be satisfied for some higher level courses. This information can be found under Section/Detail for classes.
    - Placement exams may be required for foreign language, math, science, and other courses.
    - English writing samples may be required for some classes
    - Portfolios may be required for some art classes
    - Auditions may be required for some music and theatre classes
  - Exchange Students rarely complete Internships and it is not recommend to request an Internship course.
    - You cannot sign up for an internship class without having an internship already secured and receiving approval from OGE.
  
- **Exchange Students Cannot Take accounting courses, some Education and Nursing courses, courses at Bloomfield College (BC is in subject title), and Graduate Level Courses (500 and Over).**
  
- **Be aware that these are course requests and not guarantees. Some classes will be filled prior to your registration window.**
  - Exercise Based Classes (PEGN - such as Yoga, Ice Skating, Weightlifting, etc.) are discouraged for registration requests as spaces are often filled by Senior/4th Year Graduating Students at Montclair.
  - We cannot force professors or departments to issue overcapacity permits.
  - If a class is full, please look for an alternative class time or section.

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## Directions:

- Please review [the course catalogue](#) website for the semester of your studies and select up to six different classes that you are interested in taking while completing a semester at Montclair. You should have a total of 12-18 credit hours selected (each classes being 1-3 credits).
  - Students can work with their home coordinator and review the previous terms offerings for ideas (Students coming for Spring 2026 should look at Spring 2025 classes, Fall 2025 Students should look at Fall 2024, etc).
  - Guides on how to find courses be found on the [Course Registration for Inbound Exchange Students Webpage](#).
- Place these in order of preference and submit this form to the Program Associate for Inbound Exchange as soon as possible for review.
  - Examples of how to format the course request form can be found in the yellow box.
  - Failure to submit on time with the proper formatting can lead to a delayed registration.
    - Look closely at the example column to find how to format this document.
- The Program Associate for Inbound Exchange will then work to register you for courses for the upcoming semester. This process will include reviewing course requests, contacting each department for approval, and getting prerequisite permits issued for your account.
- We will make every effort to secure you a spot in all courses requested, but please understand that due to retiring professors, curriculum adjustments, prerequisites, and full courses, not all requests can always be met.
  - The Program Associate for Inbound Exchange works with 30-50 students processing course requests.
    - For any communications, please expect a minimum of a 1-3 business day response period during peak registration season.

## Terms to Know:

- **Prerequisite:** A prerequisite course is a course that a student must complete before enrolling in another course or program. It provides the foundations of a higher level course and we will compare your transcript to Montclair's prerequisite requirement.
  - You will find these under the Section/Course Detail when you click on the course information.
- **Hawk to Hawk (H2H):** Traditional face-to-face (F2F) class setting to be held entirely in-person, on campus during the days and times listed. Can be found under Instructional Method.
  - Exchange students must be enrolled in a majority of in-person / Hawk to Hawk classes.
- **HawkSYNC Online – Synchronous (SON):** A fully online class that meets at specific days and times and requires you to log on to be remotely “in class” with your instructor and classmates. Can be found under Instructional Method.
  - Exchange students can only take one HawkSYNC Online **or** HawkASYNC Online course total.
- **HawkASYNC Online – Asynchronous (AON):** A fully online class that does not require you to log on at a specific day or time. Your instructor will create assignments and deadlines for you to complete and meet in your own time. Can be found under Instructional Method.
  - Exchange students can only take one HawkSYNC Online **or** HawkASYNC Online course total.

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Montclair State University Course Title	Subject Description and Course Number	Section Number	Course Regulation Number (CRN):	Montclair State Prerequisite Course Name/Number (Found in Section/Course Detail)	Course taken at home university that you propose we count as this prerequisite	Why Do You Want Or Need to Take this Class
<b>Example:</b> American Literature	<b>Example:</b> ENGL 228	<b>Example:</b> 01	<b>Example:</b> 40123	<b>Example:</b> College Writing I- WRIT 105	<b>Example:</b> Composition 1	<b>Example:</b> I need to take a literature class while studying abroad.
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2						
3						
4						
5						
6						