

During semesters where demand for Intermediate German is not high enough to allow Southern to offer the class, you are encouraged to register for the course through the University of Tennessee at Chattanooga. If you are interested, please proceed with the following:

- Go to [http://www1.southern.edu/administration/records/docs/Request_for_Permission_to_Take_Courses_Off_Campus_Fall-Winter_F-2010_Input.pdf](https://ssb.utc.edu/cbanpr/bwskalog.P_Dis>LoginNon and click on “first time user account creation.” Fill in the required fields to create an account.• Continue with the application process as a transient student, and at the end, you will have to pay their application fee. Transient student status means that you are enrolled at one university but taking a course at another. You will have no problem transferring credit for your intermediate German course to Southern.• Fill out the Transient Form: Fall/Winter found on Southern’s Records page <a href=) and check the box at the end of the page that states **mail a letter of good standing to the school I plan to attend.** The following address should be written in **Section B: Institutional Data** of the transient form: University of Tennessee at Chattanooga, Admissions, 615 McCallie Avenue, Dept. 5105, Chattanooga, TN 37403. Contact **Barbara Beckett** in Southern’s Records and Advisement Office for any questions regarding the letter. Her email is bbeckett@southern.edu, and her office number is 423-236-2897.
- Once you have been accepted, you can apply for tuition status, in-state or out-of-state, which according to **Brandalyn Shropshire** in Admissions is a straight-forward process. She is willing to work with each student individually in order to facilitate the process. Her office number is 423-425-4662, and her email is brandalyn-shropshire@utc.edu.
- Go to https://ssb.utc.edu/cbanpr/zzckschd.p_disp_dyn_sched/, select the semester that you would like to register for, click **submit** and **class search**, and scroll down to **German** and enroll in **GRMN 2110, CRN #41497, MWF 10:00-10:50**, as a transient student. The class is taught by Jillian Walther. She is currently the German instructor at Southern.
- After completing the course, fill out the **UTC Transcript Request** found on UTC’s Records page <http://www.utc.edu/records/pdfs/transcriptrequest.pdf> or go to the Admissions office and fill the form out. Request for an **official transcript** sent to Southern Adventist University, Records and Advisement, P.O. Box 370, Collegedale, TN, 37315.

If you have any questions about the course or schedule, you can contact **Joshua Davies**, the chair of the Modern Languages/Classics Department at UTC. His email is Joshua-Davies@utc.edu, and his office number is 423-425-4267. You can also contact **Beverly Orrison**, the office manager of the Modern Languages Department at Southern Adventist University. Her email is borrison@southern.edu, and her office number is 423-236-2221.