

1. You may type your information into this form.
  2. Fill in your name, ID, department, contact information, the school and term, and the subject title and number.
  3. Print a copy of the form and obtain the four required signatures in the order listed below.
  4. You must provide the Visual Arts Credit Examiner with 1) a brief explanation of why you want to take the class and 2) a copy of the class description. You may email a copy of the form you have filled out along with your explanation and a copy of the class description to [act@mit.edu](mailto:act@mit.edu). The credit examiner will review your material. Upon the examiner's approval you will be notified that your form has been signed and can be picked up in room E15-212.
  5. When you have received the final signature, make two copies of the form. **Submit one copy to the MassArt Registrar's Office and one copy to the MIT Student Services Center, 11-120.** Retain the third copy for your records.
  6. Students must meet the earlier of MIT's or the art school's cross-registration and add/drop/change deadlines. MIT's cross-registration deadline is Add Date, end of the fifth week of the term.
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Student Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(First) (MI) (Last)

MIT ID#: \_\_\_\_\_ MIT Dept: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

TERM: Fall \_\_\_\_ (enter year)

Spring \_\_\_\_ (enter year)

Subject Title: \_\_\_\_\_ Subject #: \_\_\_\_\_

*The MIT Registrar's Office will assign credit units for MassArt subjects.*

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### Required Signatures

1. \_\_\_\_\_ Date: \_\_\_\_\_  
MIT Visual Arts Credit Examiner, E15-212

2. \_\_\_\_\_ Date: \_\_\_\_\_  
MIT Advisor

3. \_\_\_\_\_ Date: \_\_\_\_\_  
MassArt Instructor

4. \_\_\_\_\_ Date: \_\_\_\_\_  
MassArt Registrar