

Individual Enrollment Checklist for Student (required)

- _____ Check with academic department about regulations governing intended Individual Enrollment.
- _____ Begin a dialogue and have a commitment from the faculty supervisor at least one semester in advance.
- _____ Ensure that this form is filled out completely.
- _____ Attach a detailed project description or syllabus, and include assessment plans for student learning outcome.
- _____ Attach Degree Audit.
- _____ Submit application to your Academic Department.

Student's Name: _____ Student's ID Number: _____

Course ID Number: _____
(CHEM) (399) (01)

Credit Hours: _____

Year: _____

Part of Term (circle one): Fall Spring Maymester MayEve Summer I SummerEve Summer II

Faculty Supervisor: _____

Project Title: _____

Individual Enrollment Policies

- This form is to be completed and signed by the student, faculty supervisor, and department chair.
- Students enrolling in **HONS 399** must obtain the signature of the Honors College Dean in lieu of the department chair.
- A detailed project description or syllabus **must** accompany all Applications for Individual Enrollment.
- Lecture courses cannot be used as individual enrollment courses.
- The deadline for submission to the Office of the Registrar is the **drop/add date** for the specified term.
- This is the **only** individual enrollment form that will be accepted by the Office of the Registrar.
- This form **cannot** be submitted by the student.

THE OFFICE OF THE REGISTRAR WILL NOT ACCEPT FAXED APPLICATIONS.

APPROVAL SIGNATURES (ALL SIGNATURES REQUIRED FOR PROCESSING)

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|--------------------------------------------------------------------------------------------------|-------|
| _____ | _____ |
| Student | Date |
| _____ | _____ |
| Faculty Supervisor (Include a Syllabus and a Plan for Assessing the Student Learning Outcome) | Date |
| _____ | _____ |
| Chair of Department or Dean of Honors College | Date |
| _____ | _____ |
| Office of the Registrar | Date |