APPLICATION FOR
INDIVIDUAL ENROLLMENT

Individual Enrollment Policies

- Lecture courses cannot be scheduled as individual enrollment courses.
- Deadlines for Individual Enrollment Forms are noted on the Academic Calendar. This is the only individual enrollment form that will be accepted by the Office of the Registrar.
- This form may not be submitted by the student or faxed to the Office of the Registrar.

Checklist for Student

_____ Check with academic department for specific rules regarding Individual Enrollment (e.g. eligibility, repeatability).
_____ Identify a faculty supervisor and meet to set expectations and learning goals, preferably one semester in advance.
_____ Faculty Supervisor Name: ______________________________________________________

Project Title: ______________________________________________________________________

Student’s Name: ___________________   Student’s ID Number: ________________________

Course ID Number: _______ _______ _______ Credit Hours: _______ Year: _______

(CHEM) (399) (01)

Term (circle one):   Fall or  Spring

Student Signature: ____________________________________________________________ Date: ________

Checklist for Faculty Supervisor

_____ In consultation with student, establish learning goals and outcomes for the course and produce a detailed description and/or syllabus. Include the course schedule, a detailed description of course assignments and due dates, the grading policy, and the basis for determining a final course grade. (Additional syllabus guidelines may be found in Policy 7.6.10)

_____ Provide the student with a copy of the course description/syllabus, attach a copy to this form, and sign below.

_____ Submit to the Department Chair for review and signature. Department Chair must submit form to the Office of the Registrar by the published deadline.

Faculty Supervisor Signature: ___________________________________________ Date: ____________

Checklist for Academic Department

I approve this individual enrollment and confirm that the following items are on file within my department.
✓ Course description and/or syllabus with grading rubric/policy.
✓ Course schedule including detailed description of course assignments and due dates
✓ Learning outcomes and goals for the course

Chair or Dean Signature: ______________________________________ Date: ____________

Updated 6-30-18  
RO Use Only: Initial _______  CRN_______  Date_______