



APPLICATION FOR
INDIVIDUAL ENROLLMENT

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 and/or syllabus. The means by which the faculty supervisor will grade the course must be included in the description or syllabus.
- _____ Attach Degree Audit. (For Faculty Supervisor use)
- _____ 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 or Spring

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 and/or syllabus **must** accompany all Application for Individual Enrollment forms. The means by which the faculty supervisor will grade the course must be included in the description or syllabus. (This includes zero credit courses.)
- Lecture courses cannot be used as individual enrollment courses.
- The deadline for submission to the Office of the Registrar is the **Individual Enrollment Deadline** 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)

_____	_____
Student	Date
_____	_____
Faculty Supervisor (Include a Syllabus or a Faculty Plan for Grading Student Work)	Date
_____	_____
Chair of Department or Dean of Honors College	Date
_____	_____
Office of the Registrar	Date