



**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: \_\_\_\_\_ (CHEM) \_\_\_\_\_ (399) \_\_\_\_\_ (01) Credit Hours: \_\_\_\_\_ Year: \_\_\_\_\_

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: \_\_\_\_\_