APPLICATION FOR
INDIVIDUAL ENROLLMENT
Express I or Express II

Student’s Name: ____________________________  Student’s ID Number: ____________________________

Course ID Number: __________________________

Credit Hours: ___ (CHEM) ___ (399) ___ (01)

Year: ___

Term (circle one): Fall  Spring  Part of Term (circle one): Express I  Express II

Faculty Supervisor: ________________________________________________________________

Project Title: ________________________________________________________________

Project Description: ___________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

For Express I and Express II Individual Enrollment Applications, faculty supervisors must also submit a detailed
clock to credit description of the project, showing at least 700 minutes of academic engagement per credit hour
between now and the last day of class for the current semester. The 700 minutes per credit hour can include both
the time the student is expected to engage with material independently and the time spent working with the faculty
advisor.

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)

________________________________________  ____________________________
Student  ____________________________

________________________________________  ____________________________
Faculty Supervisor  ____________________________
(Include a Syllabus and a Plan for Assessing the Student Learning Outcome)

________________________________________  ____________________________
Chair of Department or Dean of Honors College  ____________________________

________________________________________  ____________________________
Office of the Registrar  ____________________________