



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: **Bethany C. Goodier**

Project Title: **Communication Field Internship**

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

Course ID Number: **COMM** **495** _____ Credit Hours: _____ Year: **2018**
(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: _____