APPLICATION FOR
SUMMER 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 accepted by the Office of the Registrar for Summer terms.
- 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: Field Internship
- Student’s Name: ___________________________ Student’s ID Number: ___________________________
- Course ID Number: COMM 495 (CHEM) 399 (01)
- Credit Hours: _______ Year: _______
- Individual Enrollment Start Date: 6/4/2019 End Date: 7/03/2019
- 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. The Dean of Summer Sessions’ signature is required before the Registrar’s Office can process this form.
- 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: ________________

Director of Summer Sessions Approval Signature

Director of Summer Sessions Signature: ___________________________ Date: ________________

RO Use Only: Initial _______ CRN_______ Date_______