APPLICATION FOR ARRANGED COURSE

This form, completed and signed, must be submitted to the Registrar prior to the date the student wishes to register for the course. Submission of this form does not constitute enrollment in the course.

Any course listed in the catalog, EXCEPT 1999, 2999, 4329, and 4999, may be taken "By Arrangement" IF APPROVED BY THE INSTRUCTOR, THE DIVISION CHAIR, AND THE DEAN WHO ADMINISTERS THE COURSE.

"By Arrangement" means that a catalog course is being taken at a TIME or a SEMESTER other than when it is offered. If the course is offered during the term, DO NOT REGISTER IN THE COURSE LISTED IN THE SCHEDULE UNLESS YOU ARE GOING TO MEET THE COURSE AT THE LISTED TIME AND PLACE. "By Arrangement" means that the TIME the student meets the class is ARRANGED for the convenience of the student.

Please note that Arranged Course is NOT the same as a Topics Course (1999, 4329) or an Independent Study (2999, 4999) course.

NOTE: There is a additional fee of $100.00 for each approved arranged course.

_____ _____ _____

I.D. Number | **Student's Name (Please Print Full Name)** | **Date of Application**

I HEREBY APPLY TO TAKE _____ _____ _____

Dept/Course No. | **Course Title** | **Credit**

BY ARRANGEMENT FOR the:

FALL _____ **J-TERM** _____

SPRING _____ **SUMMER** _____

I HAVE BEEN AND WILL BE UNABLE TO TAKE THIS COURSE AT A REGULARLY SCHEDULED TIME FOR THE FOLLOWING REASON:

USE BACK OF THIS FORM FOR THE ADDITIONAL SPACE, IF NEEDED.

_____ _____

STUDENT'S SIGNATURE | **DATE**

_____ _____ _____

INSTRUCTOR'S APPROVAL | **PRINTED NAME** | **DATE**

_____ _____ _____

FACULTY ADVISOR'S APPROVAL | **PRINTED NAME** | **DATE**

_____ _____ _____

DIVISION CHAIR | **PRINTED NAME** | **DATE**

_____ _____

APPROVAL OF DEAN OF COLLEGE ADMINISTRATING COURSE | **DATE**

DATE RECEIVED BY REGISTRAR: _____**/IN COMPUTER:**_____**/STUDENT ENROLLED:**_____

INDEX NUMBER ASSIGNED BY REGISTRAR:_____ **REV:02/16/12**