

# PERMISSION TO REGISTER FOR INDIVIDUALIZED STUDY COURSE

for students enrolling in Arts & Administration, Historic Preservation, History of Art & Architecture, Landscape Architecture, or Product Design individualized study courses.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

UO email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Instructions:

- Use this form to request instructor approval and clearance to register for the following courses: **Dissertation, Field Studies, Internship, Masters Project, Practicum, Research, Reading, Special Problems, Terminal Project, or Thesis.**
- Fill in the course information completely as requested below.
- Individualized study course titles have a 22 space maximum title, which includes spaces, and the prefix required by the Office of the Registrar (for guidelines check here: [http://registrar.uoregon.edu/faculty\\_staff/academic\\_scheduling/course\\_titles](http://registrar.uoregon.edu/faculty_staff/academic_scheduling/course_titles))
- This form must be completed and signed by the instructor prior to registration being authorized. There are **two options** for instructors giving their approval:
  - The instructor can sign form in person and student can then submit the completed form to the department/program office. **OR**
  - If the instructor is not available in person the student can complete the form and email it to the instructor of record. The instructor can then forward their approval, along with the student completed form, to the department/program office receptionist (aaaadmins@uoregon.edu).
- Submit this form to the department/program office for processing. You will be cleared for registration within 24 hours.
- **Important: Important:** You must still register for the course through DuckWeb! This process only gives you clearance to register.
- For courses with variable credit please be mindful that variable credit courses default to one credit. Once you've added the course you will need to go back to your registration menu in DuckWeb to adjust your variable credit appropriately.

## Individualized Study Course Information:

Subject and course #: \_\_\_\_\_ CRN: \_\_\_\_\_ Year/Term: \_\_\_\_\_

Course title: \_\_\_\_\_ Credits: \_\_\_\_\_ Grading Option: \_\_\_\_\_

Course fulfills/counts for: \_\_\_\_\_

**\*\* HAA Students only\*\*** Practicum and Internship credits are not designed to be research based and can only be taken P/NP, they therefore do not count toward your ARH degree requirement. The student is responsible for obtaining a completion for from the department office, and for returning a signed copy at the end of the term; no grade will be recorded without this form.

Name and signature of instructor of record: \_\_\_\_\_

Name and signature of project supervisor (if applicable): \_\_\_\_\_

Brief description of course requirements and end product:

\_\_\_\_\_  
Signature of Major Advisor (HAA, HP, LA & PD Undergrads only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date