

WESTERN OREGON
UNIVERSITY

OFFICE OF THE REGISTRAR
By Arrangement Enrollment Form
*** Instructions on Reverse ***

STUDENT DATA:

~ For Office Use Only ~	
Date	Ent'd:
CRN	

Name: _____
(Please print) Last First M.I.

Signature: _____ SID: _____
Student ID

Phone: (____) _____ WOU e-mail: _____

COURSE DATA:

Term/Year Prefix/ Course Credits \$ Special Course Fee

Course Title: _____

Grading Method: ___ A-F ___ P/NC Course Level: ___ UG ___ Graduate

Brief Course Description: (required – see instructions on reverse)

Need for By Arrangement: (required – see instructions on reverse)

Instructor's Name: _____
Please print

APPROVAL SIGNATURES: (All signatures are required.)

Instructor: _____ Date: _____

Advisor (COE only): _____ Date: _____

Department Head (LAS only): _____ Date: _____

Division Chair: _____ Date: _____

Dean: _____ Date: _____

Note: To complete registration, submit this signed form to the Registrar's Office PRIOR TO THE APPROPRIATE DEADLINE. See the Schedule of Classes for deadline information. Revised 1/5/07
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INSTRUCTIONS – By Arrangement Enrollment Form

This form is intended to facilitate enrollment in “by arrangement” or individual studies courses which do not appear in the Schedule of Classes. Courses covered by this form are usually a one-to-one effort between student and instructor.

PREFIX/COURSE NUMBERS:

Please check the current catalog for specific listings in your discipline.

SIGNATURES:

The form should be completed jointly by the instructor and the student to ensure a clear understanding of the complete agreement about course content.

TITLE:

Banner limits to 14 characters on the transcript. Excessively descriptive titles will be severely truncated on the student’s record.

COURSE DESCRIPTION:

Include or attach to this form:

- 1) the course objectives
- 2) expectations of students regarding readings and assignments and projects
- 3) weight of assignments for determining grades if these differ from course syllabus
- 4) timelines for when any student assignments are due

PURPOSE:

Please provide an explanation of why this course is being offered by arrangement.

http://www.wou.edu/education/by_arrangement_form&instructions.pdf