### STUDENT DATA:

Name: (Please print) ____________________________________________

Last         First                                  M.I.  

Signature: ____________________________________________ SID: ___________________________

Phone: (_____) _____________________________ WOU e-mail: ____________________________

### COURSE DATA:

Term/Year                        Prefix/ Course               Credits  $_________________

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: __________________

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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

Office of the Registrar
345 North Monmouth Avenue Monmouth, Oregon 97361 503-838-8327 Fax 503-838-8923 www.wou.edu
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