

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

STUDENT DATA:

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

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

Signature: _____ SID: _____
Student ID

Phone: (____) _____ WOU Email: _____

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

Is there an international component to this course OR will student complete the coursework while out of the country? Yes No
If yes, student should make an appointment with Study Abroad and International Exchanges, APSC 501, to obtain the correct forms.

APPROVAL SIGNATURES: (All signatures must be obtained in the order listed below.)

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 12/10/2008

INSTRUCTIONS

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:

This form will be the only source of information in the Registrar’s Office regarding the nature of the work done by the student. For future reference, please provide information on the requirements of the course.

PURPOSE:

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

Revised 12/10/2008