

Office of the Registrar

Out of Classroom Request Form

NOTE: A course must meet the same requirements as if the student were in the classroom taking the course. The writing components, credits, and general education designations, if applicable, cannot be changed. **A copy of the course syllabus must be attached to be considered for approval.** If approved, the Office of the Registrar will register the student for the course.

This form is used under the following conditions:

1. A course is not being offered during the current semester and an instructor is willing to work with the student on an independent basis to complete the course.
2. A student is not able to meet during the regularly scheduled class time and the instructor is willing to work with the student on an independent basis to complete work for the course.

Student

Name: _____
 Last First MI ID#

 Class Year Phone Number Email

Requested Class

Department Course # Course Title Credits Semester/Year
 If the course **is not offered this semester**, will this be a writing intensive* section? Yes No

**Regular course must be approved to be writing intensive in the academic catalog in order to apply.*

Student _____
Signature Date

Advisor _____
Signature Printed Name Date

Instructor _____
Signature Printed Name Date

Dept. Chair _____
Signature Printed Name Date

Final Approval _____
Office of the Registrar – Recitation Hall First Floor Date

For Office of the Registrar Use Only

DEPT _____ COURSE # _____ SECTION # _____
 Notify Moodle Technician to link courses Yes N/A
 Date Processed: _____ Processed by: _____