REGISTRATION FORM AND RECORD OF INDEPENDENT STUDY

Directions:

- Step 1: Instructor and Student must complete the information below and sign; Instructor will forward to Associate Dean's Office for final approval.
- Step 2: The Associate Dean's office submits the completed form with all signatures to the Office of Academic Records during registration via email at records@uhcl.edu or via fax at 281-283-2530.
- Step 3: The Office of Academic Records will notify the Associate Dean's office once official enrollment has been processed and completed and send them the completed form via email for their records.
- Step 4: The Associate Dean's office should notify the student regarding their official enrollment and of payment deadline.

Student ID	Undergrad Graduate	Non-Degree Degree-Seeking	Fall Spring Summer	20 20 20					
Student Name Last	First		Middle						
OAR Registration Record Date:	To be completed by course Instructor				,				
Initials: Class #:	Subject _	Course	#						
Independent Study Course Title: (limited to 28 characters)									
WRITE A COMPLETE DESCRIPTION OF EXACT NATURE AND CONTENT OF INDEPENDENT STUDY COURSE:									
Assignments, including the final product:									

Evaluation criteria for assignment of the course grade:

Course completion date:		Meeting Schedule:		
Student Signature	Date			
Instructor Name (Please Print)	Instructor Signature	Employee ID	Date	
Faculty Chair Signature	Date	Associate Dean Signature	Date 11/2013	